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ABSTRACT

This manual provides a course outline and pre-test, as well as behavioral objectives, class handouts, exercises, and their keys for each of the ten sessions in a one-credit undergraduate library skills course offered by the State University of New York at Albany Library. Sessions include: (1) general course introduction and facility orientation: (2) card catalog and Library of Congress classification: (3) narrowing the topic and search strategy: (4) compiling and annotating subject bibliographies: (5) identifying, using, and evaluating reference materials: (6) periodical indexes: (7) newspaper indexes and microfilm: (8) government publications, Monthly Catalog of Government Publications, and Readex Microprint: (9) Congressional Information Service (CIS), American Statistics Index (ASI), and state and international documents: and (10) online systems in the library. A course evaluation form is appended. (Author/PM)

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LIBRARY RESEARCH

CURRICULUM MATERIALS

FOR A ONE CREDIT COURSE

Jacquelyn Gavryck

Deborah Masters

Anne Roberts

IR009471

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

SESSION ONE

GENERAL INTRODUCTION TO THE COURSE AND ORIENTATION TO THE BUILDINGS AND COLLECTIONS

THE UNIVERSITY AT ALBANY

LIBRARY RESEARCH (UNL 205)

MEETING TIMES: Tuesdays and Thursdays 4:15 - 5:15 P.M.
January 27 - February 26, 1981

ROOM: University Library, B-14

INSTRUCTORS: Judith Hudson, ULB-35A, 457-7595
Deborah Masters, ULB-16, 457-3347
William Young, UL-304, 457-3347

TEXT: Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed. Chicago: University of Chicago Press, 1973.

Available in University Bookstore in non-textbook section for $3.95. Also available on reserve, although purchase is strongly recommended.

CREDIT: One credit, pass/fail, no prerequisites.

COURSE OBJECTIVE: Upon completion of this course, students will be able to make effective and efficient use of the library when doing library research.

SCOPE: The course includes orientation to the physical layout of the library, use of the card catalog by author, title and subject, the Library of Congress classification scheme, reference tools, periodical and newspaper indexes and abstracts, identification and location of government publications, orientation to library technology, search strategy procedures, and methods of citing and annotating research materials in various forms.

COURSE STRUCTURE: The course will be taught by librarians from the University Library in a five-week period using both lecture and workshop formats. Printed information sheets will accompany most class lectures and worksheets will be assigned to provide practice in using materials covered in the lectures. Worksheets are completed, corrected, and discussed in class.

COURSE REQUIREMENTS: Completion of all worksheets assigned in class and completion of a ten-item annotated bibliography.

EVALUATION: Students will be pre- and post-tested on material presented in the course to measure individual and group growth. Students also complete a course evaluation form during the last class session.

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COURSE OUTLINE

SESSION 1: INTRODUCTION

Tues., Jan. 27 — Overview of course structure and assignments; pre-test; orientation to physical facilities.

Assignment: Worksheet on Turabian, Manual; choice of topic for bibliography assignment.

SESSION 2: CARD CATALOG AND LC CLASSIFICATION

Thurs. Jan. 29 — Use of author/title and subject sections of the catalog; interpretation of catalog cards; call numbers and LC classification; location of call numbers.

Assignment: Worksheet on card catalog and call numbers.

SESSION 3: NARROWING TOPIC AND SEARCH STRATEGY

Tues. Feb. 3 — Discussion of various methods for narrowing a research topic; use of subject tracings to expand a search, subject indexing, specifically use of Library of Congress Subject Headings volumes, identification of appropriate indexes and abstracts for a topic.

Assignment: Search strategy worksheet.

SESSION 4: COMPILING AND ANNOTATING SUBJECT BIBLIOGRAPHIES

Thurs. Feb. 5 — Review of bibliographic form (Turabian Manual); discussion of various methods of organizing a bibliography, elements of an annotation, distinctions between annotations and abstracts. No assignment.

SESSION 5: REFERENCE MATERIALS

Tues. Feb. 10 — Discussion of various types of reference tools, their function and use. Includes coverage of almanacs and statistical sources, dictionaries and encyclopedias, directories, atlases, bibliographies, handbooks, and review sources.

Assignment: Reference materials worksheet.

SESSION 6: PERIODICAL INDEXES AND ABSTRACTS

Thurs. Feb. 12 — Discussion of use of indexes and abstracts, and the difference between the two; use of the SUNYA periodicals printout; identification of an index including coverage of a particular periodical title.

Assignment: Periodical indexes and abstracts worksheet.

SESSION 7: NEWSPAPER INDEXES AND MICROFILM

Tues. Feb. 17 — Discussion of use of several different newspaper indexes and the differences between them; location and use of microfilm and microfilm readers; identification and location of newspapers owned at SUNYA in both paper and microfilm.

Assignment: Newspaper indexes and microfilm worksheet.

SESSION 8: GOVERNMENT PUBLICATIONS
(Monthly Catalog and Readex Microprint)

Thurs, Feb. 19 — Discussion of primary access tool for U.S. government publications, the Monthly Catalog, and its use; location and arrangement of U.S. publications in the SUNYA Libraries; location and arrangement of these documents on Readex Microprint.

Assignment: U.S. government documents worksheet.

SESSION 9: GOVERNMENT PUBLICATIONS
(CIS, ASI, state and international)

Tues. Feb. 24 — Discussion of specialized indexes to U.S. government publications, Congressional Information Service/Index and American Statistics Index, and their use; location and arrangement of CIS and ASI microfiche, access tools for state and international documents and their location in the SUNYA Libraries.

Assignment: CIS, ASI and state documents worksheet.

SESSION 10: LIBRARY TECHNOLOGY

Thurs. Feb. 26 — Use of the library's LCS system to determine the call number, location and status of a book; introduction to the library's Information Retrieval Service which provides computerized literature searches.
COURSE BIBLIOGRAPHY DUE.
Post-test; course evaluation.

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1/15/81

UNL 205
SESSION 1: INTRODUCTION

Objectives:

1. Students will complete the library research pretest as an indication of their present level of library skills.

2. Following a discussion of the course outline, students will be able to describe the scope and content of the course.

3. Following a discussion of the course requirements, students will be able to describe those requirements: worksheets and annotated bibliography.

4. Students will be able to name the required text for the course.

5. Upon completion of a worksheet in the required text, students will be able to:

   a. Follow the rules for capitalization of titles of English works (4:6) to correctly alphabetize a title written in all lower case.

   b. List three major differences in form between footnotes and entries in bibliographies (7:8-11).

   c. Follow the form given for a journal citation in section 8:35 to list in the correct form a citation given in random order.

   d. Given a copy of the title page, follow the form given in section 9:8 to correctly list a citation to a Congressional committee hearing.

   e. Given a copy of the title page, follow the form given in 8:12 to correctly list a citation to an edited work.

   f. Follow the form given in 8:39 to list in the correct form a citation to a newspaper article provided in random order.

6. Following a physical tour of the building (or after viewing the slide-tape program "Welcome to the University Library"), identify and describe the following major services of the library:

   a. Circulation Desk, charging, reserve, search procedures.

   b. Information on function of LCS terminals.

   c. ILL services.

   d. CDLC open access policies.

   e. Location/directory board in lobby.

   f. Location of major service points: Reference, Circulation, Gov't. Pubs. desks, card catalog, Periodicals, Reserve Room, Microforms, Learning Resources Center, Special Collections.

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STATE UNIVERSITY OF NEW YORK AT ALBANY

LIBRARY

LIBRARY RESEARCH (UNL 205)
Pre- and Post-test

Name _____ Social Security Number _____

1. Which of the following books should be first on the shelf? 1. _____
   a) QA 76.6 A13
   b) QA 76 F68x
   c) QA 76.73 A24 R45 1976
   d) QA 76.8 I12 A23
   e) QA 76 F638

2. Most non-fiction books will be represented by at least _____ (how many?) card(s) in the card catalog? 2. _____

3. Your professor recommends a useful book by the Carnegie Foundation. Where do you look for it: in the Author- Title catalog or the Subject catalog? 3. _____

4. Which of the following subject headings would be file last in the subject section of the card catalog? 4. _____
   a) Drama, Medieval
   b) Drama--Collections
   c) Drama--20th centruy
   e) Drama in education

5. If you are unsure about what subject heading to use in the subject section of the card catalog, what reference source can you consult? 5. _____

6. How can you use the "tracings" on a catalog card to help you locate other useful books? 6. _____

7. Which contains more information about a work, an index or an abstract? 7. _____

8. Government publications listed with a black dot in the Monthly Catalog are: 8. _____
   a) in print
   b) not available in libraries
   c) out of print
   d) depository items

9. To correctly cite a newspaper article, you need to include the title of the newspaper, date, section, page, and _____. 9. _____

10. Phonograph records in this library are kept 10. _____
   a) in the stacks by call number
   b) in the oversized section of the stacks
   c) in the Learning Resources Center
   e) there are no phonograph records in this library

11. The catalog card for a periodical lists the volumes and dates owned by the SUNYA Library. True or false? 11. _____

12. To locate a depository document on the shelves in the Government Publications area, you need? 12. _____
   a) the LC call number
   b) the entry number from the Monthly Catalog
   c) the Superintendent of Documents number
   d) the CIS year and entry number

13. Which of the following entries would file third in correct card catalog order? 13. _____
   a) Postage-stamps
   b) Post war British fiction
   c) Post, Wiley
   d) Post biographies of famous Journalists

14. The Library Control System (LCS) public computer terminals provide all of the following pieces of information except — 14. _____
    a) call number
    b) borrower's name
    c) author's name
    d) title
    e) date
    f) borrower's social security number

15. An atlas may provide present location, past location, land configuration, rainfall, roads, railroads, air routes, postal zones and economic markets. True or false? — 15. _____

16. Information about a current event would most likely appear last in: — 16. _____
    a) a book
    b) a magazine article
    c) an encyclopedia
    d) a newspaper article
    e) an almanac

17. Which of the following newspaper indexes supplies the most information about an article? — 17. _____
    a) Times (London) Index
    b) New York Times Index
    c) Newspaper Index
    d) Current Newspaper Index

18-19. Which two of the following types of material are not generally listed in the main card catalog? — 18-19. _____ _____
    a) phonograph records
    b) U.S. government publications
    c) encyclopedias
    d) periodical articles
    e) atlases
    f) oversized books
    b) books located in Hawley Library

This section tests your ability to (1) analyze an information need, (2) identify the type of information source which may satisfy the need, and (3) locate the type of source by area of the library.

Directions: Read each item carefully. Decide which area of the library is the most logical place to begin your search for the information described. Put the letter of that area on the line preceding the question. It may be necessary to repeat answers.

Library Area:
a. Author/Title Card Catalog
b. Subject Card Catalog
c. Reference Book Area
d. Periodical Holdings Printout
e. Periodicals Room
f. New York Times Index
g. Government Publications
h. Index and Abstract Area
i. Law Area

____20. Wilson, John Arthur. Modern Practice in Leather Manufacturing.

____21. The city at latitude 52.15N, longitude 21.00E.

____22. Congressional debates on the Alaska pipeline.

____23. All the President's Men.

____24. A professor sends you to read an article in the May 1975 Ebony to which the library subscribes.

____25. Information on watchmaking to check out of the library.

____26. A publication with a Superintendent of Documents classification number.

____27. Find current information on the fad of tie-dying.

____28. A Supreme Court Decision and opinion(s).

____29. Birthdates for Albert Schweitzer and Barbra Streisand.

____ 30. Day-to-day coverage of the Kent State "incident."

___ 31. Review in a magazine of Alastair Cooke's America.

___ 32. Book-length bibliography of resources on Black Americans.

___ 33. The ten longest bridges in the world.

COMPILING, ANNOTATING, AND WRITING SUBJECT BIBLIOGRAPHIES

LIBRARY RESEARCH, EIGHTH, NINTH & TENTH SESSIONS

A bibliography is a complete or selective list of readings on a particular subject or by a particular author. An annotated bibliography may offer notes of definition, explanation, or criticism about each bibliographical item.

A long bibliography may be broken into smaller segments if necessary, for example, primary sources and secondary sources. Bibliographies should be consistent in whatever form is used.

THE CITATION

Facts to be included in the citation for a book are:

- name of the author
- title of the book
- series (if any)
- edition (if not original)
- city of publication
- publisher's name
- date of publication

Facts to be included in the citation for a periodical article are:

- name of the author
- title of the article
- name of the periodical
- volume number and pages
- date

THE ANNOTATION

PURPOSE

" This book is designed to introduce the beginning student to marketing management."
" This is a collection of previously published scholarly articles on the influence of TV in forming public opinion."
" This article surveys the literature on male-female role changes in modern American society."
" This work shows, through tables and charts, how to analyze census data for demographic characteristics of a city or region of the United States."

FORM

- an autobiography
- a dissertation
- a collection of short articles by different authors
- a report of a research project
- photojournalism with short captions
- a bibliography arranged by specific topic
- papers in honor of _____
- an annual cumulation of
- travel guide

ARRANGEMENT

- in tabular form
- in chapters each with its own bibliography
- in numbered sections and subsections
- with introductory essay
- in chronological order
- by country

USER AIDS - PRO AND CON

with extensive charts and graphs
lengthy bibliography or no bibliographic references
extensive index
lack of adequate (index, footnotes, illustrations)
text enhanced by maps and photographs
useful text headings
reprinted in reduced size and type
contains biographical sketches

AUTHORITY, RECENCY, COMPREHENSIVENESS

this world renowned ____
respected professor of ____
this authority on ____
in its fourth edition
frequently cited
standard text on ____
first published in ____ and reprinted
seminal research on ____
recently revised
completely revised and expanded
thorough
in-depth
covers only(date to date)
reviews the past work on
includes only-is limited to
builds on the work of

THE ASSIGNMENT

The bibliography should be typed and well proofed. Please write in full sentences. Minor corrections may be made in ink. A cover sheet should be provided, with a title, indicative of the specific subject of the bibliography, centered on the page. Your name, the title of the course, and the date should be typed somewhere on the sheet, either centered under the title and several spaces down, or in the bottom right hand corner. There should be a logical arrangement to the citations. For example, you might separate books from periodical articles and arrange alphabetically by author within each section. You might choose to arrange material by century, by geographical area or by primary and secondary sources, e.g., autobiographical material from biographical material, or the actual documents from commentary on the importance of the documents. Whichever arrangement you choose you should caption the sections in block capitals underlined. Page numbers should be placed in upper right corner 1" down from the top and 1" in from the edge. It is a good practice to give your last name before the page number in case the pages should get separated: Johnson/2. The bibliographies may be seen by students in succeeding courses (names removed), so do as neat a job as possible.

Self-Guided Tour and General Information

The University at Albany proudly welcomes you to its Library. This Self-Guided Tour, which also contains useful general information, is designed for your own independent orientation to our collections and services.

The Tour you are about to take is confined to the main library on the uptown campus. A tour guide for Hawley Library, the downtown campus branch, is available at that location.

The University Library follows an open-stack policy: all public areas of the library are accessible to users. The collection consists of approximately 950,000 volumes of books and bound periodicals. The Library presently reports having more than 1,500,000 microform items (cards, fiche, film, sheets), 150,000 government documents and more than 7200 periodical titles.

The library collection is arranged on four floors: the first floor contains Reference Services (the Reference collection, the Law area, Government Publications, Information Retrieval) and Circulation Services; the second and third floors contain the circulating collection; the basement, or lower level, houses the Periodical Room, Learning Resources Center, the University at Albany Archives, Special Collections, the Microforms area, and the Reserve Reading Room.

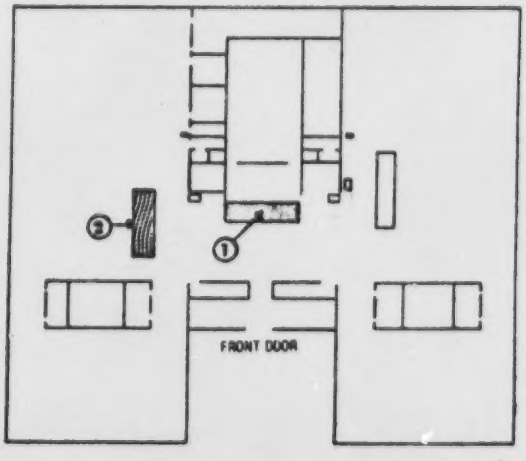
Please use the maps at the bottom of each page for reference. On the first floor and basement levels the signs designating the various numbered stations are suspended from the ceiling. Look for the corresponding numbers as you follow this tour guide.

Station 1- Circulation Desk (Main Floor)

Your tour begins here at Station 1, the Circulation Desk. It is the long counter which faces you as you enter the library. The library materials you select are charged out here and should be returned either to the Book Return slots in this desk or to one of the outside return book bins on campus. If any material is missing from its proper location on the shelves, inquire at the Circulation Counter. It may be charged out, previously reported lost, on Reserve, or temporarily missing. It is necessary to present proper identification to take out any materials. Eligible borrowers may also charge and renew materials by telephone. Telephone requests are searched in the stacks by library staff and placed on the holding shelf within two hours. A second call should be made to be sure your materials have been found before coming to the Library. Patrons, who have offices on the academic podium and who have signed an authorization form, may request delivery service. The loan period for undergraduate students and guest borrowers is 14 days, and books may be renewed in person or by telephone. For further information on Circulation policies please see the "Regulations Governing The Use of The Library" available at the Circulation Desk.

Station 2 - Reference Desk (Main Floor)

By turning south (left) as you leave the Circulation Desk, you will be facing the Reference Desk, Station 2. Librarians are at this desk to assist you in using the Card Catalog and the Library's reference materials. They will also direct you to the appropriate materials and services within the library. Certain items designated in the card catalog by clear plastic covers with blue lettering are shelved at the Reference Desk. With the exception of holidays and intersessions, Reference Desk staffing hours are as follows: Monday - Friday 8a.m. - 10 p.m., Saturdays, 9a.m. - 6p.m., Sundays, 12 noon - 10 p.m.



Station 3 - Location Directory (Main Floor)

A Location Directory Chart, labeled Station 3, placed between the Reference and Circulation Desks describes the following: first letter(s) of the Library of Congress call number for designated subject areas, the floor where these are located, the geographical direction within the library (such as "Northeast"), and a list of special location prefixes for call numbers, [illegible] "SPE" indicating where these materials may be found.

Station 4 - Card Catalog (Main Floor)

The Card Catalog, labeled Station 4, is located directly behind the Reference Desk. Our catalog is divided into two parts: the author-title section and the subject (topical) section. On a stand near the Subject Catalog you will see a 2-volume set of the Library of Congress Subject Headings. Consult this set to find the proper subject heading for your topic. The University Library uses the Library of Congress classification system, a code using a combination of letters and numbers. When you have selected a book in either section of the catalog, make a note of the following: (1) the complete "call" number from the top left corner of the card; (2) the author, from the line beginning the farthest to the left on the card; and (3) the title. Some books do not have authors, only title entries. Ask the Reference Librarian if you have any questions concerning the Card Catalog or the Location Directory.

Station 5 - Reference Books (Southeast Wing, Main Floor)

From facing the Reference Desk, turn left, and locate the sign for Station 5. The Southeast wing of the first floor houses such reference materials as encyclopedias, dictionaries, bibliographies, catalogs, directories, guides and handbooks which are marked "Ref" or "Building Only". These materials are available for use exclusively in the library. The oversized atlas collection is found at the extreme southeast end of this wing.

Station 6 - Abstracts and Indexes (Southwest Wing, Main Floor)

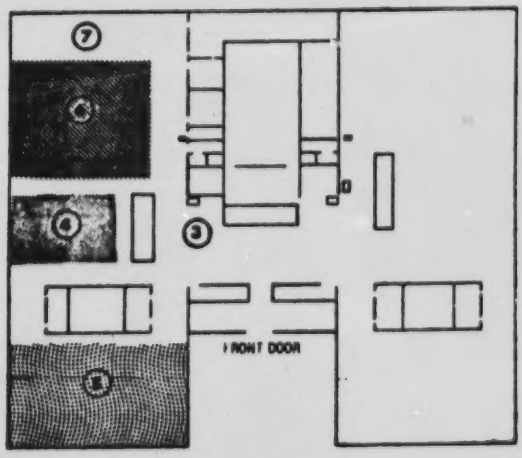
The area behind the card catalog and to the right as you face the Reference Desk is Station 6, the Southwest wing on the first floor. This section contains several important collections, the largest of which consists of Reference Abstracts and Indexes. The items included here are denoted in the card catalog by clear plastic covers with black lettering. You may wish to request assistance at the Reference Desk in the selection and use of this material which is also designated "Ref" and "Building Only."

These Indexes and Abstracts are mainly used to locate periodical (magazine) articles by subject or by author. A computerized list of the periodicals the library owns, and the years of each available lies on the Reference Desk to the far left as you face the Desk. The list is arranged alphabetically with call number beneath the title. All these call numbers are preceded by "Per" for periodical.

Station 7 - Vertical File and Career File (Southwest Wing, Main Floor)

As you walk down the main aisle through the Indexes and Abstracts section you will come to the end of the shelving. Here you will find the sign for Station 7 hanging over a set of filing cabinets. This is the Vertical File which contains newspapers clippings, pamphlets and other ephemeral materials arranged by Library of Congress subject headings. State, county and city maps are located at the beginning of the alphabet. The Career File, which contains pamphlet material on various occupations, is adjacent to the Vertical File.

At present a policy decision regarding the Vertical File is in process.



STATE UNIVERSITY OF NEW YORK AT ALBANY

LIBRARY

A GLOSSARY OF LIBRARY TERMINOLOGY

All professions develop unique terminology or "jargon." Sometimes, new words are created, but more often standard words acquire meanings specific to the profession. The following is a selected list of terms frequently used in library science.

ABRIDGED EDITION - an EDITION shortened by re-writing, omitting, or condensing the original, but retaining the general sense.

ABSTRACT - a brief summary that gives the essential points of a book, pamphlet or article, often written by the author and containing no evaluative statements.

ADDED ENTRY - any term except the MAIN ENTRY for which there are cards in the catalog. Added entries may be editors, translators, titles, subjects or SERIES.

ALMANACS - an annual publication containing a calendar, frequently accompanied by astronomical data and other information; an annual publication of statistics and other information sometimes in a particular field.

ANNOTATION - note describing, explaining, or evaluating an item in a BIBLIOGRAPHY.

ANTHOLOGY - a collection of complete or excerpted writings (e.g., poetry, essays, etc.) by one or more authors. An anthology frequently has a theme, e.g. 20th century American drama.

APPENDIX - supplementary information pertaining to and generally following the text.

ARCHIVES - the organized body of records made or received in connection with the transaction of its affairs by a government or a governmental agency, institution, organization, establishment, or a family or individual, and preserved for record purposes in its custody or that of its legal successors; an institution for the preservation and servicing of noncurrent archival material.

ATLAS - a volume of maps, often including plates, engravings, tables, etc. with or without text. Atlas maps may show such diverse information as historical boundaries of towns and countries, railroads and air routes or population characteristics or marketing demographics.

AUTHOR/TITLE CATALOG - that section of the CARD CATALOG in which the cards are arranged alphabetically by the author's last name and by the title.

BIBLIOGRAPHY - a list of books or other materials on a particular subject or by a given author.

BIBLIOGRAPHIC FORM - the listing of the necessary elements of a CITATION in correct order using the proper punctuation. Bibliographic entries should be consistent; that is, the same information should always be given in the same order within a bibliography.

BIOGRAPHY - a written account of a person's life, actions, and character. A biographer is one who writes such an account; a biographee is one about whom the account is written.

CALL NUMBER - a combination of letters, numbers and/or symbols unique to each book that indicates its subject area, and locates it on the shelves.

A typical LC call number: GV = RECREATION
770 = WATER SPORTS
S36 = AUTHOR IDENTIFICATION

CARD CATALOG - a catalog in which entries on separate cards are arranged in alphabetical order, listing material in the library by author, title, and subject.

CITATION - a complete reference to a work containing all information necessary to identify and locate that work.

CLASSIFICATION - the system by which the collection of materials within a library is organized and arranged. There are two major classification systems used by libraries in the U.S. These are the Dewey Decimal System and the LIBRARY OF CONGRESS (OR LC) SYSTEM. This library uses LC.

COLLATION - that part of a catalog card which provides a physical description of the work.

CONCORDANCE - an alphabetical index of key words, or words within phrases, in one or more publications of an author or in the Bible, indicating the places or contexts in which each word may be found.

COPYRIGHT DATE - the year in which the Library of Congress granted the author a copyright on his book. A copyright, like a patent, insures the author against theft of his book or his ideas.

CORPORATE AUTHOR - any society, institution, government department or bureau, or other organization which issues a work under its name or by its authority.

CUMULATED, OR CUMULATIVE INDEX - any INDEX issued periodically which combines new items with items already listed in one or more earlier issues to form a new unified list.

DICTIONARY - alphabetically arranged definitions of words or terms with varying kinds of other information, such as pronunciation, derivation and usage.

DIGEST - a condensed version of a longer work or works; a HANDBOOK with brief entries.

DIRECTORY - a list of names and addresses of persons; or addresses, officers, and functions of institutions, systematically arranged.

DIVIDED CATALOG - catalog in which the author and title entries are arranged alphabetically in one section and the subject entries are arranged alphabetically in another.

DOCUMENT - an original or official paper or publication; a PRIMARY SOURCE of information.

EDITION - the total number of copies of a book printed from one set of type. A revised or new edition indicates that the text has been changed or new material added. The new edition will have a new copyright date.

ENCYCLOPEDIA - a summary of information on one or many subjects, often arranged alphabetically by topic.

ENTRY - the record of an item in the catalog or a list. Catalog entries are usually typed on cards and filed into drawers, thus creating a card catalog. A card catalog has the advantage of being easily updated, as entries for new books are simply interfiled. Some libraries, especially those with access to a computer, now use book catalogs, microfiche catalogs (COM) or, most recently, on-line catalogs.

GAZETTEER - a dictionary of geographical names with map coordinates and other information such as population or elevation.

GLOSSARY - a list of terms with definitions.

HANDBOOK - a compact book that treats the essentials of a subject; a book of rules for guidance; a manual.

HOLDINGS - the books, periodicals and other materials in a library collection. Especially used to describe the extent of volumes, issues or years of a periodical owned by a library.

INDEX - in a book, an alphabetical list in the back which includes all or nearly all items, topics or names, covered in the book; a reference tool, which lists by topic (and often by author-title) citations to articles in magazines or books.

JOURNAL - a PERIODICAL publication; commonly used in library jargon preceded by "scholarly," as in "scholarly journal."

LIBRARY OF CONGRESS - the principal library of the U.S., located in Washington, D.C. Most items published in the U.S. are collected in this library, and the U.S. Copyright office is part of L.C.

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM - a classification system developed by the Library of Congress. This system uses the expansion power of letters and numbers so it is favored for larger library collections, such as those in a college or university. (See definition of CALL NUMBER).

MAGAZINE - a PERIODICAL publication containing miscellaneous pieces.

MAIN ENTRY - the entry under which the main catalog card is filed, most often the author. Information found on the main entry card may be more complete than that found on ADDED ENTRY cards.

MANUSCRIPT - the author's original copy of a publication. From the Latin for "written by hand," often used to mean the original typed or handwritten copy of a work.

MICROFICHE - a photographic reduction of a work in the form of sheets of film which must be read on special equipment. Microfiche can be enlarged and printed or a copy made of the fiche itself.

MICROFILM - a photographic reduction of printed material produced on a roll of film. This film must be viewed on a projector called a microfilm reader. A microfilm reader which also prints copies of the filmed material is called a microfilm reader-printer.

MICROFORM - the generic term for any reduced photographic form: microfilm, microfiche, microcard.

MICROPRINT - a photographic reduction of a work reproduced on an opaque card. Reading and/or copying microprint requires special equipment.

MONOGRAPH - a book meant to be complete in itself.

PERIODICAL - any publication which appears at regular intervals, each issue of which normally contains separate articles by several authors. A general term applying to magazines and journals; one type of SERIAL publication.

PRIMARY SOURCE - an original text, DOCUMENT, MANUSCRIPT, diary.

PROCEEDINGS - published minutes of a meeting of an association, board, or other body; such minutes may contain papers presented or speeches delivered as part of the meeting program.

PUBLISHER - the company or agency responsible for the print and sale of a work.

PUBLICATION DATE - the year a book comes off the press and is offered for sale. This date is usually the same as the copyright date, but occasionally the copyright date is earlier. Publication date is usually listed on the title page or the VERSO of the title page.

RECTO - the side of a page which is to be read first; right-hand page.

REFERENCE BOOK - a book designed to be consulted for specific information rather than to be read completely.

SECONDARY SOURCE - an analysis, explication, comparison or other commentary.

SERIAL - a publication issued at successive times or in successive parts, often intended to be continued indefinitely. Serials include PERIODICALS, annuals (reports, YEARBOOKS, etc.) and memoirs, PROCEEDINGS, and transactions of societies.

SERIES - a number of separate works related by author, or subject, or issuing agent or continuously numbered.

STACKS - a series of bookcases, usually double faced, arranged in a room or in a section of a library for compact storage of the principal book collection in the library. "Closed stacks" are those stack areas not open to the public from which materials are retrieved by library employees called "pages." In a closed-stack library (or section) the patron must present paging slips to a desk and wait for the materials to be brought. The SUNYA Libraries are "open stack" libraries except for Reserve, Archives and some Special Collections materials.

SUBJECT CATALOG - a section of the CARD CATALOG in which the cards are arranged and alphabetized according to the subject content of works. Subject headings are applied on the basis of an established list of subject terms, such as the Library of Congress Subject Headings books on a dictionary stand near SUNYA's SUBJECT CATALOG.

TABLE OF CONTENTS - a list of sections, chapters, and other parts of a book with reference to pages on which they begin; an outline of a book's contents generally printed in the front of the book.

TITLE PAGE - the first important page in a book. Information given there usually includes: author's name (or editor's name), title, edition, if there is one, and the publisher and place published. The back of the title page, or VERSO, usually contains the copyright history.

TRACINGS - a record of those entries under which a work may be found in the card catalog. The tracings are printed at the bottom of a catalog card in this order: subject headings, numbered with Arabic numerals; other ADDED ENTRIES such as additional authors, titles, illustrators, editors, numbered with Roman numerals.

VERSO - the side of a page that is to be read second; usually used in modern times to refer to pages which do not ordinarily contain text, e.g. the verso of the title page on which is printed the copyright history; opposite of RECTO.

VERTICAL FILE - a file for publications not classified as books or SERIALS or kept on shelves, but, rather arranged in a drawer, box, or suitable file folder or case. A Vertical File is usually arranged in alphabetical order by subject.

YEARBOOK - a compendium of facts, events, progress, or other information for a particular year.

JAG/alb
12/16/80

LIBRARY RESEARCH (UNL 205)

BIBLIOGRAPHIC FORM

WORKSHEET

NAME:_____

For this worksheet, consult the required text as indicated for each question.
Required Text (available on reserve for UNL 205):

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed. Chicago: University of Chicago Press, 1973.

1. According to the rules for capitalization of English works, how should this title be written? the principles and techniques of pediatric nursing

_____

2. Compare the forms shown for citing a book in a footnote and in a bibliography as illustrated in sections 8:3, 8:4 and 8:5. What are the three major differences you see?

a._____

b._____

c._____

3. Footnotes have four main uses and are of two basic kinds. What are the two kinds of footnotes?

a._____ b._____

4. A journal article is shown in 8:35 as it would be cited in a footnote and in a bibliography. Using the sample shown there, put the following into the correct form for a bibliography:

An article entitled the full-year school by Ann Corbin published in scholastic journal in January 1979, volume 42, number 1, on pages 22 and 23.

_____

_____

5. Government publications can provide very useful, current information on a topic, but they are sometimes tricky to cite in a bibliography. Read sections 9.1-9.3 in Turabian, and look at some of the sample citations listed in the rest of Chapter 9. Then look on the next page at the sample title page for a document and list the elements you would need from it to prepare a citation for your bibliography.

Cover

Budget Issue Paper for Fiscal Year 1981

Urban Transportation for Handicapped Persons: Alternative Federal Approaches

November 1979

Congressional Budget Office
Congress of the United States

Title Page

URBAN TRANSPORTATION FOR HANDICAPPED PERSONS: ALTERNATIVE FEDERAL APPROACHES

The Congress of the United States
Congressional Budget Office

For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

(The Introduction explains that this report was prepared to assist Congress in considering legislation related to urban transportation for handicapped persons, but that it is not tied directly to any particular bill or law.)

Author (Issuing body or agency)_____

Title_____

Place of Publication_____ Publisher_____ Date_____

6. Use the elements you have just identified to prepare the bibliographic citation for this document in the proper form per instructions in Turabian 9.16.

_____

_____

_____

7. You are using an article from The New York Times for your bibliography on "The U.S. Economy: Forecast for the 80's." The article is entitled "Private Economists Draw Back From Forecast of 1980 Recession," and it appeared in Section D, p. 5 of the Monday, February 10, 1980 issue of the Times in column 1. Prepare a citation for your bibliography for this newspaper article.

_____

_____

8. Prepare a citation for this edited work as it would be listed in a bibliography: The Papers of Thomas Jefferson, edited by Julian P. Boyd, published in Princeton in 1950 by Princeton University Press. (Check section 8:12 for an example of this type of citation.)

_____

_____

9. When the titles of literary or artistic works are included in the titles of works cited, a special format is required. For example, this periodical article discusses the painting, the "Arnolfini Portrait," and mentions it by name in the title. Put the elements of this citation into proper form for listing in a bibliography. (Check Sections 8:20-8:22 if you need help.)

Author: Erwin Panofsky
Title of article: Jan van Eyck's "Arnolfini Portrait"
Title of magazine: Burlington Magazine
Volume number: 64
Pages: 117-27
Date: March 1934

_____

_____

DCM/eld
1/19/81

LIBRARY RESEARCH (UNL 205)

BIBLIOGRAPHIC FORM

WORKSHEET NAME: KEY

For this worksheet, consult the required text as indicated for each question.
Required Text:

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed. Chicago: University of Chicago Press, 1973.

1. According to the rules for capitalization of English works, how should this title be written--the principles and techniques of pediatric nursing?

4:6
p.56 The Principles and Techniques of Pediatric Nursing

2. Study the footnote form for a book given in Chapter 6. Compare it with the bibliographic entry shown in 7:33. What are the three major differences you see?

7:8-11
p.127 a. Author's name - natural order in footnote, inverted in bibliography, b. Punctuation - where commas & parens used in footnote, periods used in biblio.

c. Page numbers given in footnote, not usually in bibliography. Indentation also

3. Footnotes are used for what two purposes?

6:1
p.78 a. Reference=Cite authority for statements in text, Cross references b. Content=make incidental comments, make acknowledgements

4. A journal article is shown in 8:35 as cited in a footnote in a bibliography. Using this format put the following into correct bibliographic form:

An article entitled the full-year school by Ann Corbin published in scholastic journal in January 1979, volume 42, number 1, on pages 22 and 23.

Corbin, Ann. "The Full-Year School." Scholastic Journal 42 (January 1979): 22-23.

5. Government publications can provide very useful, current information on a topic, but they are sometimes tricky to cite in a bibliography. Read sections 9.1-9.3 in Turabian, and look at some of the sample citations listed in the rest of Chapter 9. Then look on the next page at the sample title page for a document and list the elements you would need from it to prepare a citation for your bibliography.

Cover

Budget Issue Paper for Fiscal year 1981

Urban Transportation for Handicapped Persons: Alternative Federal Approaches

November 1979

Congressional Budget Office
Congress of the United States

Title page

URBAN TRANSPORTATION FOR HANDICAPPED PERSONS: ALTERNATIVE FEDERAL APPROACHES

The Congress of the United States
Congressional Budget Office

For sale by the Superintendent of Documents, U.S. Government Printing Office Washington, D.C. 20402

(The Introduction explains that this report was prepared to assist Congress in considering legislation related to urban transportation for handicapped persons, but that it is not tied directly to any particular bill or law.)

Author (Issuing body or agency) U.S. Congressional Budget Office

Title Urban Transportation for Handicapped Persons: Alternative Federal Approaches

Place of Publication Washington, D. C.

Publisher U.S. Government Printing Office

Date 1979

6. Use the elements you have just identified to prepare the bibliographic citation for this document in the proper form per instructions in Turabian 9.16.

U.S. Congressional Budget Office. Urban Transportation for Handicapped Persons: Alternative Federal Approaches. Washington, D.C.: U.S. Government Printing Office, 1979.

7. You are using an article from The New York Times for your bibliography on "The U.S. Economy: Forecast for the 80's." The article is entitled "Private Economists Draw Back From Forecast of 1980 Recession," and it appeared in Section D, p.5 of the Monday, February 10, 1980 issue of the Times in column 1. Prepare a citation for your bibliography for this newspaper article.

"Private Economists Draw Back from Forecast of 1980 Recession." New York Times, 10 February 1980, sec. D, p. 5 (or p. D5.)

8. Prepare a citation for this edited work: The Papers of Thomas Jefferson, edited by Julian P. Boyd, published in Princeton in 1950 by Princeton University Press. (Check section 8:12 for an example of this type of citation.)

Jefferson, Thomas. The Papers of Thomas Jefferson. Edited by Julian P. Boyd. Princeton, NJ: Princeton University Press, 1950.

9. When the titles of literary or artistic works are included in the titles of works cited, a special format is required. For example, this periodical article discusses the painting, the "Arnolfini Portrait," and mentions it by name in the title. Put the elements of this citation into proper form. (Check Sections 8:20-8:22 if you need help.)

Author: Erwin Panofsky
Title of article: Jan van Eyck's "Arnolfini Portrait"
Title of magazine: Burlington Magazine
Volume number: 64
Pages: 117-27
Date: March, 1934

Panofsky, Erwin. "Jan van Eyck's Arnolfini Portrait." Burlington Magazine 64 (March 1934): 117-27.

10. You may wish to divide your bibliography into sections with headings. How many levels of headings are described in Turabian? 5 (2)

1:18-19, 7:4-5 (in 7:4-5 for bibliographies, 2)

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2/12/80
dcm/jg

SESSION TWO

CARD CATALOG AND LC CLASSIFICATION

UNL 205

SESSION 2: CARD CATALOG AND LC CLASSIFICATION

Objectives:

1. Students will be able to list the three main access points for locating a book in the card catalog: author, title and subject.

2. Students will be able to describe the card catalog configuration at SUNYA, i.e. that the author/title catalog and subject catalog are djvided.

3. Given the author or title of a book, students will be able to locate the catalog card for that book in the author/title section of the catalog.

4. Students will be able to identify the following pieces of information found on a catalog card: author, title, place of publication, publisher, date, number of pages, notes (especially inclusion of a bibliography in the book), subject tracings, and call number.

5. Students will be able to explain the logic behind the LC classification system, i.e. that it is a method of organizing or arranging books in subject categories.

6. Following an explanation of basic catalog filing rules, students will be able to follow these rules in the card catalog to locate books.

7. Students will be able to use the Library of Congress Subject Headings volumes to select appropriate subject terms and to locate related terms to use in the subject catalog.

8. Students will be able to identify and use form subdivisions and geographical subdivisions of subject headings when appropriate.

9. Students will be able to locate a given call number by using the directory board in the lobby.

10. Students will be able to locate materials shelved in special areas of the library (e.g. Ready Reference, Index and Abstract area, Legal area) by correctly interpreting the plastic overlays on catalog cards.

11. Students will be able to correctly interpret call numbers and arrange a given group of call numbers in correct shelf order.

bg
Deborah Masters
5/22/80

UNL 205: LIBRARY RESEARCH

CARD CATALOG AND LC CLASSIFICATION

PRETEST

1. Your instructor has suggested that you would find a book called Unsafe at Any Speed helpful for your term paper, but he/she can't remember the author's name. How would you find the book?

2. In the SUNYA card catalog,

   a) author, title and subject cards are filed together;
   b) author and title cards are filed in one catalog and subject cards in another;
   c) author cards are filed in one catalog and title and subject cards in another;
   d) author, title and subject cards are filed in three separate catalogs;
   e) cards are filed by author only.

3. For a class presentation, you need a picture of a harpsichord. How would you find a book with an illustration of one?

4. Your paper is due tomorrow and you need a quick list of sources on your topic. How could you tell from the card catalog if a book has such a list?

5. You know that Jerome Kagan writes books on child development. How can you use the cards filed in the card catalog under his name to find clues to locating other books on the topic?

6. You're looking for the book Lawrence of Arabia. Would you find the card for it filed before or after books by Simon Lawrence?

7. In what order would the following entries or headings on catalog cards be filed in the card catalog? Number the headings 1-4 in the order they would file.

   New York Times ____
   Newsweek ____
   News of the day ____
   Newark ____

8. List two possible ways to organize materials in libraries.

9. Arrange the following call numbers in the order they would appear on the shelves.

N	NA	N	N	N
7380	7380	7380.6	7380	748
H35	H4	C6	H4	H35

DM/alb
1/15/81

STATE UNIVERSITY OF NEW YORK AT ALBANY
UNIVERSITY LIBRARIES

HOW TO USE THE CARD CATALOG

HOW IS THE CARD CATALOG ORGANIZED AT SUNYA?

The SUNYA Library has a divided catalog.

- Author-title catalog

  The author-title catalog lists books by author, editor, translator, compiler or corporate body responsible for the work and also by title. If you are looking for a specific book and know the exact author's name or the exact title, you should use the author-title catalog.

- Subject catalog

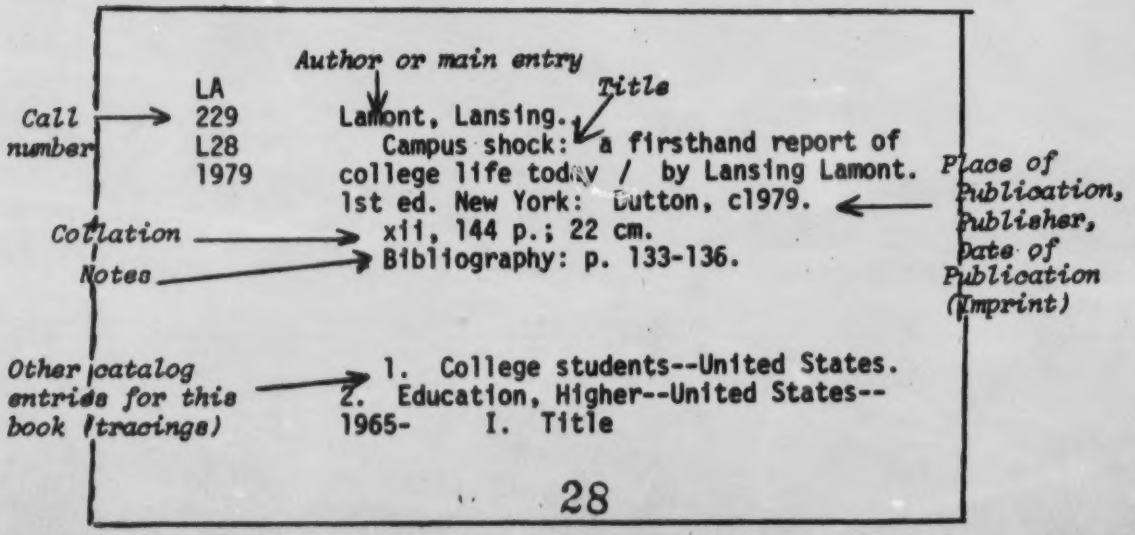
  Books are listed by subject in the separate subject catalog. For more detailed information on using the subject catalog or identifying an appropriate subject heading to use for your topic, consult the handout HOW TO USE THE SUBJECT CATALOG.

- LCS terminals

  The LCS (Library Control System) terminals provide access to a computerized database representing the books and other materials listed in the card catalog. The LCS terminals will supply author, title, date, call number and status for these cataloged materials. For more information on using the public access terminals, consult the handout HOW TO USE THE LCS TERMINALS.

WHAT INFORMATION IS INCLUDED ON A CATALOG CARD?

The sample catalog card shown below illustrates the pieces of information included on a card for a typical book.



- Author: person, institution, association or corporation responsible for the work. Usually serves as the main entry for a book. Additional entries may list co-authors.

- Title: filed in the author-title catalog under the first significant word, excluding articles.

- Place of Publication, Publisher and Date: often called the imprint, useful for establishing currency or to verify a particular edition of the work; part of the information necessary to cite a book in a bibliography.

- Call Number: indicates the book's location in the library according to the Library of Congress classification system; consists of letters and numbers, sometimes including a three-letter prefix denoting a special location within the library or an asterisk denoting a special location due to size. For more information on interpreting and locating call numbers, consult the handout HOW TO READ A "CALL NUMBER."

- Collation: indicates number of pages, size and inclusion of illustrations.

- Notes: indicates special features about a book, such as whether it includes a bibliography.

- Other catalog entries (tracings): lists all the ways in which the book is listed in both author-title and subject sections of the catalog, other than the main entry. Arabic numerals are used to identify the subject headings under which the book is listed in the subject section of the catalog and Roman numerals to identify additional headings in the author-title section. To locate additional books on a similar subject, check the subject catalog under the subject headings listed in the tracings.

HOW ARE CATALOG CARDS FILED?

While the basic arrangement of cards in the author-title section of the catalog is alphabetical, there are some special filing rules which will be helpful to you in locating materials in the catalog.

1. Author's names file before titles beginning with a word identical to the author's last name:

London, Jack	New, Chester William
London, Zachery	New American World
London at the Turn of the Century	

2. Short words file before longer words beginning with the same letters, a space files before a letter:

New York Times	Fort Wayne	Quality
Newsweek	Fortification	Quality and pleasure

3. Articles (a, an, the and their equivalents in foreign languages) beginning a title are ignored in filing. Articles that appear in the body of the title are used in filing.

4. Titles beginning with numbers are filed as if the numbers were spelled out:

21 Day Shape Up Program	Twenty-one Day...
20,000 Leagues Under the Sea	Twenty Thousand Leagues...
101 Dalmations	One hundred and one

5. Abbreviations are filed as if spelled out:

Dr.	Doctor
Mr.	Mister
U.S.	United States

6. Initialisms such as NAACP (National Association for the Advancement of Colored People) are filed at the beginning of the appropriate letter grouping. NAACP would file at the beginning of the N's. Each letter in the initialism is treated like a full word since it stands for a full word.

AAJC Information Exchange
ABC's of America's Wines
AMA Dictionary of Common Terms
Aberg, Bertrand

7. Author names beginning with M', Mc and Mac are interfiled as if they were all spelled Mac.

McKendrick, Neil
MacKendrick, Paul
M'Kendrick, William

If you have difficulty locating specific books you need in the author-title catalog or books on a particular topic in the subject catalog, consult a reference librarian.

DM/alb
10/16/80

STATE UNIVERSITY OF NEW YORK AT ALBANY

UNIVERSITY LIBRARIES

REFERENCE AND COLLECTION DEVELOPMENT
SERVICES DEPARTMENT

HOW TO READ A "CALL NUMBER"

WHAT IS A "CALL NUMBER"?

The "call number" for a book is that series of letters and numbers which appears on the top left corner of the catalog card and on the spine of the book. This code identifies a specific title in the collection and, at the same time, locates that title within the library for you. The code is made up of letters and numbers in a combination designated by the Library of Congress classification scheme which the University Library uses for organizing and shelving books.

The first letter of a call number refers to the broad subject class to which the book has been assigned. It also provides a key to the location of the book, since A-K are shelved on the third floor, and books with call numbers beginning with L-Z are shelved on the second floor. Successive numbers and letters correspond to narrower divisions of that subject and to the author and title of the work, as described more fully below.

PREFIXES

As in most libraries, the University library has special sections. The books in these sections have identifying marks or letter prefixes over the call number. For example, books with EXT or LIB over the call number are shelved in the collection at the Downtown Campus Branch Library in Hawley Building on the old campus. Books within the main library with the prefix REF are reference books, do not circulate, and are located in the SE - SW wings on the first floor. PER indicates a periodical. The periodicals are shelved on the basement level. Books with an asterisk * (or two or three asterisks) are oversize books shelved in a special section in the NE wing of the second floor. There are many such prefixes, one for phonograph records, for example, and one for government documents. Consult the Directory Board in the lobby for the location of each call number with a prefix.

DIRECTORY BOARD

The Directory Board in the lobby is divided into three sections:

- the call numbers and their general subject areas, plus the floor and direction on the floor
- a plan of each floor
- prefixes to the call numbers and location of each

EXAMPLE

The book: *Picasso: recent etchings, lithographs and linoleum cuts* is listed in the card catalog under Picasso, Pablo as author. The call number is: * NE 650 P 62 L43

* (prefix)
NE (the subject is an aspect of fine arts)
650 (number used to further describe the subject)
P62 (the first letter of the author's last name plus a special code number) - an invisible decimal point follows the first digit

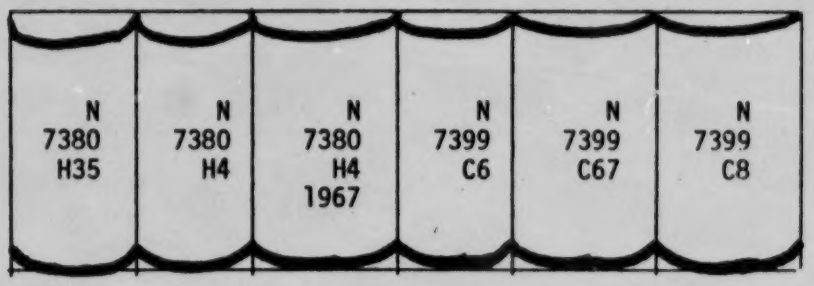
You go to the Directory Board and locate the * in the list of prefixes. It states that this is an oversize book, and the oversize section is in the NE wing on the second floor. On the floor plan of the second floor you locate this area. Find the NE's and go to the number 650. Within the NE 650's they are arranged alphabetically. Find the P's and then numerically the P62.

CALL NUMBER ORDER

1. The first line of a call number is always a letter or letters: A, AE, CD, P, PQ, etc.

2. The second line is always a whole number, from 1-9999, which may be extended with a decimal: 101, 101.2, 102, 343, 731, 344, etc.

3. The third line is usually an alpha-numeric combination treated as a decimal: P345, P35, P4, P51, etc. Any line, subsequent to the first, which begins with a letter contains an invisible decimal point.



ASK FOR HELP

The Reference librarians are here to help you find appropriate material in the collection. Remember to ask for help if you cannot locate books you need or find the ones you want on the shelf.

mv

UNL 205: LIBRARY RESEARCH

SECOND SESSION: CARD CATALOG WORKSHEET (B)

Name:_____ Social Security Number:_____

1. You remember reading a book a few years ago, entitled Inner Tennis: Playing the Game, but can't remember the author's name. Who is the author of this book?

   _____

2. Under what subject heading(s) is this book listed? (HINT: You will need to look at the author card for this book to find the subject tracings.)

   _____

   _____

   _____

3. On what floor and section of the library would you find books with the following call numbers?

	CALL NUMBER	LOCATION
a)	LIB Z 1037 M83 1939	_____
b)	HD 2326 F6	_____
c)	*DS 777.42 S52	_____
d)	MIC FLM QC 157 M839x	_____
e)	UNI JK 1061 G32	_____

4. Where would you find the most recent edition of Palmer's European Drama Criticism shelved?

   _____

5. What is the call number of the written text of the four Nixon-Kennedy television debates?

   _____

6. Using the author-title section of the card catalog, give the call number and title of one book by each of the following authors:

	AUTHOR	BRIEF TITLE	CALL NUMBER
a)	Alfred W. McCoy	_____	_____
b)	Michel de Saint Pierre	_____	_____
c)	U.S. Task Force on Demonstrations, Protests, and Group Violence	_____	_____
d)	Victoria Holt	_____	_____

7. Using the author-title section of the card catalog, give the call number for the following titles:

TITLE	CALL NUMBER
a) Black fiddler	_____
b) CRC Handbook of Lasers	_____
c) La Segunda Parte del Hombre	_____

8. Locate the following:

a) The call number and title of a book by Richard Nixon.

_____ _____

b) The call number and title of a book about Richard Nixon.

_____ _____

9. You need to use the book entitled The Third Wave by Alvin Toffler. Look up this book under the author's name in the author-title section of the catalog.

a) Under how many different headings could this book be located in the catalog (both subject and author-title sections)?

_____

b) List the headings used for this book in the two sections of the catalog.

Subject section

_____

_____

_____

Author-title section

_____

_____

_____

c) Does this book have illustrations? _____

d) Does it have a bibliography? _____

10. Arrange this list of call numbers in correct shelf order by numbering them in order from 1 (first on shelf) to 5 (last on shelf).

____ HV 11 A5
____ HV 1141 N54x
____ HV 114 P27
____ H 1141 P27
____ HV 11 A23

UNL 205: LIBRARY RESEARCH

SECOND SESSION: CARD CATALOG WORKSHEET (A)

Name: _____ Social Security Number: _____

1. You remember reading a book a few years ago entitled My Ten Secrets of Skiing, but can't remember the author's name. Who is the author of this book?

   _____

2. Under what subject heading(s) is this book listed? _____

   _____

   _____

3. On what floor and section of the library would you find books with the following call numbers?

	CALL NUMBER	LOCATION
a)	ND 567 D44	_____
b)	EXT HV 41 G29	_____
c)	*ML 93 G3	_____
d)	UNI PR 6023 E285 M9 1961	_____
e)	MIC FLM E175 B75x NO. 8	_____

4. Where would you find the most recent edition of Ottemiller's Index to Plays in Collections shelved?

   _____

5. What is the call number of the written text of the four Nixon-Kennedy television debates?

   _____

6. Using the author-title section of the card catalog, give the call number and title of one book by each of the following authors:

	AUTHOR	BRIEF TITLE	CALL NUMBER
a)	Robert Trelford McKenzie	_____	_____
b)	Antoine de Saint Exupery	_____	_____
c)	U.S. Task Force on Assassination and Political Violence	_____	_____
d)	Georges Delahache	_____	_____

7. Using the author-title section of the card catalog, give the call number for the following titles:

TITLE	CALL NUMBER
a) White-collar crime: a 20th-century crisis	_____
b) The ABC of Wall Street	_____
c) El Primer Diplomático Norteamericano en la República Argentina	_____

8. Locate the following:

a) The call number and title of a book by Jimmy Carter.

_____ _____

b) The call number and title of a book about Jimmy Carter.

_____ _____

9. You need to use the book entitled Criminal Violence, Criminal Justice by Charles E. Silberman. Look up this book under the author's name in the author-title section of the catalog.

a) Under how many different headings could this book be located in the catalog (both subject and author-title sections)?

_____

b) List the headings used for this book in the two sections of the catalog.

Subject section

_____

_____

_____

Author-title section

_____

_____

_____

c) Does this book have illustrations?_____

d) Does it have a bibliography?_____

10. Arrange this list of call numbers in correct shelf order by numbering them in order from 1 (first on shelf) to 5 (last on shelf).

___ HV 6780 A34
___ HV 678 P45
___ HV 6789 P3
___ HV 6789 A4
___ H 6789 P45

UNL 205: LIBRARY RESEARCH

SECOND SESSION: CARD CATALOG WORKSHEET

WORKSHEET (A)

1. Beattie, Bob

2. Skis and skiing

3. a) 2 South-East
   b) Downtown Campus Library
   c) Oversize, 2 North-East
   d) 2 South,West, North
   e) Microfilm Room,B

4. Ready Reference Area

5. E 840 K7

6. a) Robert T. McKenzie
   Angels in marble....
   HD 8395 M22
   British political parties...
   JN 1129 C62 M3
   (also 1962 & 1964 eds.)

   b) Antoine de Saint Exupéry
   Entered under Saint-Exupéry, Antoine de
   with cross reference from Exupéry.
   Many possible titles (PQ...)

   c) U.S. Task Force on Assassination and Political Violence
   Assassination and political violence...
   EXT HV 6278 K53 1970b

   d) Georges Delahache
   Pseudonym; x-ref to Aaron, Lucien Strasbourg...
   *DD 901 S84 A3

7. a) White-collar crime:
   a 20th century crisis
   EXT HV 6791 B46
   b) The ABC of Wall Street
   HG 4572 S47
   c) El Primer Diplomático Norteamericano en la República Argentina
   *E302.6 R61 L6

WORKSHEET (B)

1. Gallwey, W. Timothy

2. Tennis--Psychological aspects.

3. a) Library School Library, DCB
   b) 3 West, North
   c) Oversize, 2 North-East
   d) Microfilm Room, B
   e) 3 North-East

4. Ready Reference Area

5. E 840 K7

6. a) Alfred W. McCoy:
   Laos: war and revolution
   DS 557 L25 L3 1970
   The politics of heroin in Southeast Asia
   EXT HV 5822 H4 M33
   Southeast Asia under Japanese occupation
   DS 518.45 S68x

   b) Michel de Saint Pierre
   Entered under Saint Pierre, Michel de
   Many possible titles (PQ...)

   c) U.S. Task Force on Demonstrations, Protests, and Group Violence
   Demonstration democracy
   HN 90 V5 E8
   The politics of protest
   HN 59 S5 1969 and
   EXT HN 90 V5 S5 1969

   d) Victoria Holt
   Pseudonym; x-ref to Hibbert, Eleanor
   Many possible titles

7. a) Black fiddler
   LA 339 N5 P5
   b) CRC handbook of lasers
   TK 7871.3 C25
   c) La Segunda Parte del Hombre
   PQ 6655 C44x S4 1970

KEY 2.

UNL 205: LIBRARY RESEARCH

SECOND SESSION: CARD CATALOG WORKSHEET

WORKSHEET (A)

8. Books by and about
   Jimmy Carter
   Many possible answers

9. a) 5
   b) Subject section
      1. Crime and criminals--U.S.
      2. Criminal justice, Administration of--U.S.
      3. Violence--U.S.

      Author-title section
      1. Silberman, Charles E.
      2. Title
   c) No
   d) Yes

10.
3	HV 6789 A34
2	HV 678 P45
5	HV 6789 P3
4	HV 6789 A4
1	H 6789 P45

WORKSHEET (B)

8. Books by and about
   Richard Nixon
   Many possible answers

9. a) 5
   b) Subject section
      1. Social history--1945-
      2. Social change
      3. Civilization, Modern--1950-

      Author-title section
      1. Toffler, Alvin
      2. Title
   c) No
   d) Yes

10.
3	HV 11 A5
5	HV 1141 N54x
4	HV 114 P27
1	H 1141 P27
2	HV 11 A23

SESSION THREE

NARROWING THE TOPIC BY MEANS OF THE SEARCH STRATEGY

UNL 205

SESSION 3: NARROWING TOPIC AND SEARCH STRATEGY

Objectives:

1. Students will be able to narrow a broad topic by consulting a general or a specialized encyclopedia for subdivisions of that topic.

2. Students will be able to locate specialized encyclopedias and dictionaries in a subject discipline by using the form subdivision "Dictionaries" or "Dictionaries and Encyclopedias" under the appropriate subject heading in the card catalog.

3. Students will be able to narrow a broad topic by consulting the appropriate subject heading in the subject catalog and selecting from geographic or subject subdivisions used under that heading.

4. Students will be able to locate a bibliography in a broad subject area by locating the appropriate subject heading in the catalog which has the subdivision "Bibliography."

5. Students will be able to locate a bibliography on a topic by using Bibliographic Index.

6. Students will be able to name a variety of approaches through which a topic might be narrowed--e.g. geographically, chronologically, culturally, politically, etc.

7. Students will be able to use the information found on the main entry catalog card for a known book to find other books on the same subject by:
   a) Browsing in the call number range of the known call number, either on the shelves or by using the SPS command on the LCS system.
   b) Consulting the subject headings given in the tracings for the known book in the subject section of the catalog
   c) Locating a bibliography in the known book through the "Notes" section of the card.

8. Students will be able to use the Library of Congress Subject Headings volumes to identify appropriate subject terms and to narrow a topic by using either subdivisions of listed subject headings or the "See Also" references given.

9. Students will be able to identify appropriate periodical indexes to use for a topic by:
   a) Using the subdivision "Indexes and Abstracts" under appropriate subject headings in the catalog.
   b) Consulting one of the following guides to indexing/abstracting services:
      1. Harzfeld, Lois A. Periodical Indexes in the Social Sciences and Humanities: A Subject Guide. Metuchen, NJ: Scarecrow, 1978. (REF AI 3 H37)
      2. Owen, Dolores B. and Marguerite M. Hanchey. Abstracts and Indexes in Science and Technology: A Descriptive Guide. Metuchen, NJ: Scarecrow, 1974. (REF Z7403 095)
      3. "Indexes and Abstracts: A Selected Bibliography in Subject Arrangement," a guide prepared for use in The University at Albany Library and available in the display case near the Reference Desk.

THE SUBJECT CATALOG:
SECOND SESSION (UNL 205)
COMPARISON OF COMMON INDEXING CONVENTIONS

INTRODUCTION

Everyone uses indexes. The telephone book has both a name index and a subject index, usually called the Yellow Pages. The major retail catalogs have subject indexes. The library's card catalog is an index. The SUNY Albany card catalog is divided in the same way as is a telephone book. If you know the title or author of a specific book and want to know if the library has it and, if so, where it is shelved,you look in the Author-Title Catalog. If you are trying to locate relevant material on a topic, you look in the Subject Catalog. Periodical indexes, such as the Reader's Guide to Periodical Literature are also arranged by subject. The question is--in all four tools--what do you look under? This brief exercise is intended to stretch your verbal creativity muscles and introduce you to the Library of Congress List of Subject Headings. You will be assigned one of the following to find in the telephone book, a retail catalog, Reader's Guide and the LC List. The question is: what were the best subject headings to use in each? There may be more than one useful heading.

SUBJECT

1. shrubs, potted plants, annuals and perennials
2. clocks
3. record players and related equipment
4. musical instruments--in which indexes do you find additional headings for specific types of musical instruments?
5. materials for making, repairing or refinishing furniture
6. camping equipment
7. insulation
8. vases and other plant containers
9. automotive equipment and repairs
10. equipment for football, baseball, hockey, etc.

NAME OF SUBJECT

Telephone book	Retail catalog	Reader's Guide	LC Subject Heading Book

KEY

THE SUBJECT CATALOG:
SECOND SESSION (UNL 205)

Comparison of Common Indexing Conventions

SUBJECT	Telephone book	Retail catalog	Reader's Guide	LCSH
1. Shrubs, potted plants, annuals & Perennials	Plants-Retail, Florists-Retail, Landscape Contractors, Nurserymen, Garden & Lawn, Equipment & Supplies-Retail	Penney's on live plants apparently sold. Plants, Artificial, Lawn & Garden Equipment is all supplies and equipment, but not plant materials. Planters, Self-watering	Shrubs sa Hedges Names of shrubs e.g. Viburnums Plants sa Annuals (plants) Ferns Perennials (plants) etc.	Shrubs sa Arboriculture Evergreens Hedges Ornamental shrubs Specific shrubs, e.g. Box, Rhododendron Annuals (Plants) Plants, Cultivated Plants, Potted Perennials
2. Clocks	Clocks & subdivision	Clocks Subdivisions for types (alarm, digital, etc.) Clock Radios	Clocks Subdivisions for types (e.g. electronic) Clock radios Phonograph	Clocks and Watches sa types, e.g. Atomic clocks Time clocks Clocks and watches, Electric
3. Record players and related equipment	Stero & Hi Fidelity Equipment Dlrs. & Services	Stero Systems & Equipment, Cabinets Phonographs, Record Cabinets, Record Changers, & others Recording Tapes Speakers	Phonograph Turntables also other subdivisions of "Phonograph" & phrases beginning with "Phonograph"	Record Changers sa Phonograph Records High-fidelity sound systems Sterophonic sound systems
4. Musical instruments (headings for specific types?)	Musical instruments - Dealers sa Organs, Pianos, Violins	Musical Instruments -individual listed under main heading and separately	Musical instruments sa names of musical instruments, e.g. Piano,,Musical instruments, Electronic..., Mechanical	Musical instruments & Subdivisions sa groups of instruments, e.g. Percussion instruments, strings also: names of ind. musical instruments, e.g. Accordion Harp sichord, etc.

SUBJECT	Telephone book	Retail catalog	Reader's Guide	LCSH
5. Materials for making repairing or refinishing furniture	Furniture Stripping Furniture Repairing & Refinishing Paint-Retail	Furniture Care & Refinishing kits Paint Stripper Upholstery Foam Padding	Furniture - Finishing sa Satins and Staining	Furniture Finishing sa Furniture Painting Furniture-Repairing Furniture Making
6. Camping Equipment	Camping Equipment Retail (also...-Renting) Tents Tents- Renting Campers & Pick-Up Coaches-subdivision	Camping Equipment (Individual items listed under main heading and separately)	Camping - Outfits, supplies, etc. sa Backpacks and Backpacking Camp cookery Camp stoves Sleeping bags Tents Trucks-Camping Equipment	Camping-Outfits, supplies, etc. sa Camstoves Tents
7. Insulation	Insulation Contractors - Cold Heat Insulation Materials -Cold & Heat	Insulation Insulating Doors	Insulation (Heat) sa Weather stripping x refers to: shutters Panel construction	Insulating oils Insulating paper Insulating materials Insulating varnish Insulation (heat) sa Aircraft cabins-Insulation Coldstorage-Insulation etc. (for electric; see Electric Insulators and Insulation)
8. Vases and other plant containers	Pottery-Retail Plants-Retail	Planters, Self-Watering	Vases sa Urns Flower boxes, Planters, etc. Hanging Plants	Vases sa Glassware Pottery Urns Flowerpots
9. Automotive equipment and repairs	Automobile Body Repairing & Painting Automobile Body Shop Equipment & Supplies Automovile Bumpers & Grilles Automobile Machines Shop Service. Automobile Parts &	Auto Supplies (Individual items listed under main heading and separately	Automobile parts Automobile engines Maintenance and repair Automobiles-equipment Automobiles Safety devices and measures Speedmeters Tires, Automobile etc.	Automobiles--Parts Automobiles--Electronic equipment Automobiles--Maintenance and repair Automobiles--motors--

SUBJECT	Telephone Book	Retail catalog	Reader's Guide	LCSH
9. Automotive equipment and repairs (continue)	Automobile Repairing & Service sa refers for specific services-e.g.			Maintenance and repair
10. Equipment for football, baseball, hockey, et etc.	Sporting Goods-Retail	Sporting Goods (Individual items listen under main heading and separately)	Sporting Goods sa Gymnastics-Equipment Mountaineering-Equipment and Supplies Track athletics-Equipment	Sporting goods sa Athletics--Apparatus and equipment Balls (Sporting goods) Baseball bats Baseball gloves

STATE UNIVERSITY OF NEW YORK AT ALBANY

UNIVERSITY LIBRARIES

REFERENCE AND COLLECTION DEVELOPMENT SERVICES DEPARTMENT

HOW TO USE THE SUBJECT CATALOG

WHEN DO YOU USE THE SUBJECT CATALOG?

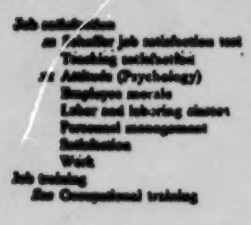
If you are looking for material about someone or something--you need the subject approach to material. In this library the subject catalog is separate from the author-title catalog. It's the one farthest to the right as you face the Reference Desk.

HOW DO YOU USE THE SUBJECT CATALOG?

The subjects are typed in red, or black capitals, on the top of each card, and the cards are filed alphabetically by this subject heading. A subject heading may be a person's name. For example, for books about Ernest Hemingway you would look for HEMINGWAY, ERNEST. Books about subjects use standardized headings established by the Library of Congress. These are listed in the list of Library of Congress Subject Headings, a two-volume set on a stand at the beginning of the Subject Catalog. Some LC subject headings are different from what you might suppose. For example, UFO's are listed under the heading "flying saucers" in the subject catalog.

Suppose you are interested in job satisfaction. Look up the subject in the list of Library of Congress Subject Headings to see if it is an accepted subject heading and to find suggestions for other useful headings.

Here is the section from the Library of Congress Subject Headings volumes for the term job satisfaction.



The "See Also" references, labelled *sa*, are narrower applications of the heading in bold type, and each will also be listed in bold type alphabetically in the subject headings volumes. The reference, *xx*, refers to additional subject headings, usually broader than the one in bold type, that are also acceptable headings which appear in bold type alphabetically. Terms preceded by an *x* are unused headings. In the card catalog there is a cross reference from this unused term to the one in bold print. If you look up an unused heading, such as job training, the Library of Congress Subject Headings books will supply the proper heading following *See*.

Subject headings may be subdivided by adding information after dashes or other punctuation. Some forms in which material can appear are: Dictionaries, Atlases, Bibliographies, Yearbooks. The second book shown here is in the form of a bibliography on the topic of job satisfaction. Subjects are also commonly subdivided by the period of history about which the author has written (a chronological subdivision) or the geographical location talked about in the work (a geographical subdivision). For example, the top card shown here is about job satisfaction in the United States. There are special rules about filing subject headings with subdivisions or with punctuation.

SAMPLE CARDS

Subject heading (geographic subdivision) → JOB SATISFACTION--UNITED STATES.

HD
8038
U5 Sarason, Seymour Bernard, 1919-
Work, aging, and social change :

Subject heading (form subdivision) → JOB SATISFACTION--BIBLIOGRAPHY.

REF
HF
5549.5
J63 Walsh, Ruth M.
Job satisfaction and motivation : an annotated bibliography / compiled and

Subject heading (no subdivision) → Job satisfaction.

HF Mumford, Enid.
5549.5 Job satisfaction: a study of computer
J63 specialists. cHarlow, Longman, 1972.
M8 xii, 242p. illus., forms. 25cm. index.
Bibliography: p. c227-233.

Subject headings under which this book can be found in subject catalog →

1. Job satisfaction. 2. Electronic data processing personnel. I. Title.

HF5549.5J6M8

This list illustrates the order in which various forms of subject headings are filed in the subject catalog.

ORDER OF FILING SUBJECT CARDS

SUBJECTS
Subject with no subdivision
Subject -- with subdivision
Subject -- with chronological subdivision
Subject -- with geographical subdivision
Subject . with a limited subdivision
Subject () with a parentheses
Subject , as an inverted phrase
Subject phrase

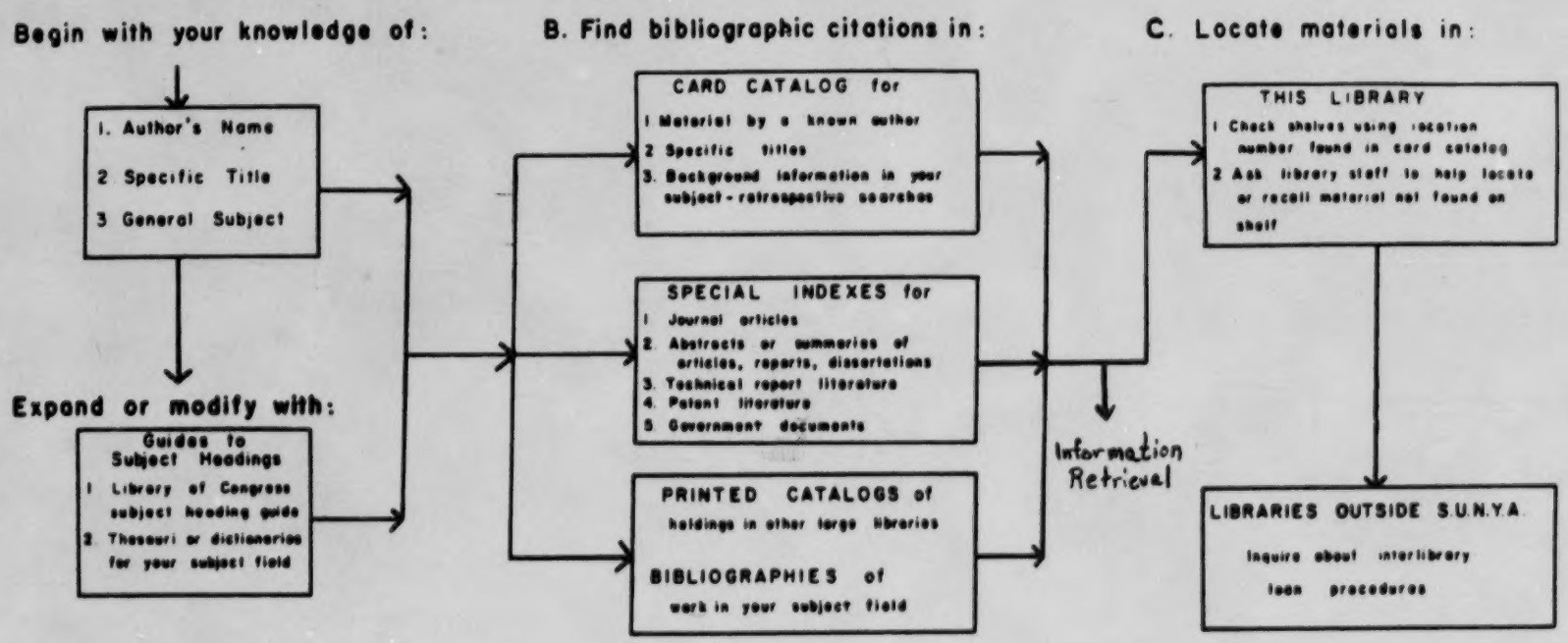
SUBJECT HEADINGS
Author
Author . with title
Author -- with subdivision

Using the sample cards on the previous page, you would find the book by Enid Mumford filed first, since it has only the subject heading "Job satisfaction" with no subdivisions. The Walsh work would come next, as it has the subject heading with the subdivision "bibliography;" and the Sarason book would come last since it has a geographical subdivision, "United States."

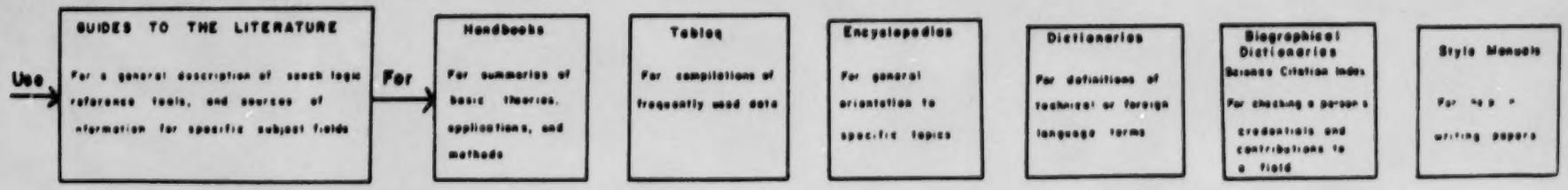
REMEMBER-- if you have any trouble deciding what your subject heading should be or locating it in the Subject Catalog, ask the Reference librarians. They are here to help you.

LITERATURE and INFORMATION SEARCH PROCEDURES

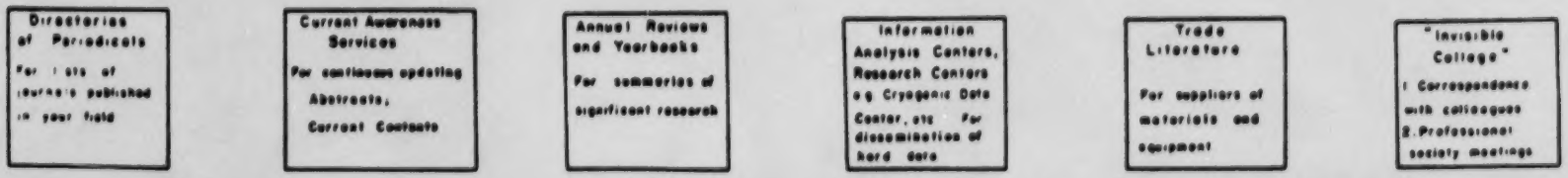
Step I. Locating Bibliographic Information


A. Begin with your knowledge of:
1. Author's Name
2 Specific Title
3 General Subject
Expand or modify with:
Guides to Subject Headings
1 Library of Congress subject heading guide
2. Thesauri or dictionaries for your subject field
B. Find bibliographic citations in:
CARD CATALOG for
1 Material by a known author
2 Specific titles
3. Background information in your subject - retrospective searches
SPECIAL INDEXES for
1 Journal articles
2. Abstracts or summaries of articles, reports, dissertations
3. Technical report literature
4. Patent literature
5 Government documents
PRINTED CATALOGS of holdings in other large libraries
BIBLIOGRAPHIES of work in your subject field
Information Retrieval
C. Locate materials in:
THIS LIBRARY
1 Check shelves using location number found in card catalog
2 Ask library staff to help locate or recall material not found on shelf
LIBRARIES OUTSIDE S.U.N.Y.A.
Inquire about interlibrary loan procedures

Step II. Sources of Information


Use
GUIDES TO THE LITERATURE
For a general description of search logic reference tools, and sources of information for specific subject fields
For
Handbooks
For summaries of basic theories, applications, and methods
Tables
For compilations of frequently used data
Encyclopedias
For general orientation to specific topics
Dictionaries
For definitions of technical or foreign language terms
Biographical Dictionaries
Science Citation Index
For checking a person's credentials and contributions to a field
Style Manuals
For help in writing papers

Step III. Continuing Research


Directories of Periodicals
For lists of journals published in your field
Current Awareness Services
For continuous updating
Abstracts,
Current Contents
Annual Reviews and Yearbooks
For summaries of significant research
Information Analysis Centers, Research Centers e.g. Cryogenic Data Center, etc For dissemination of hard data
Trade Literature
For suppliers of materials and equipment
"Invisible College"
1 Correspondence with colleagues
2. Professional society meetings

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

CALL NUMBERS

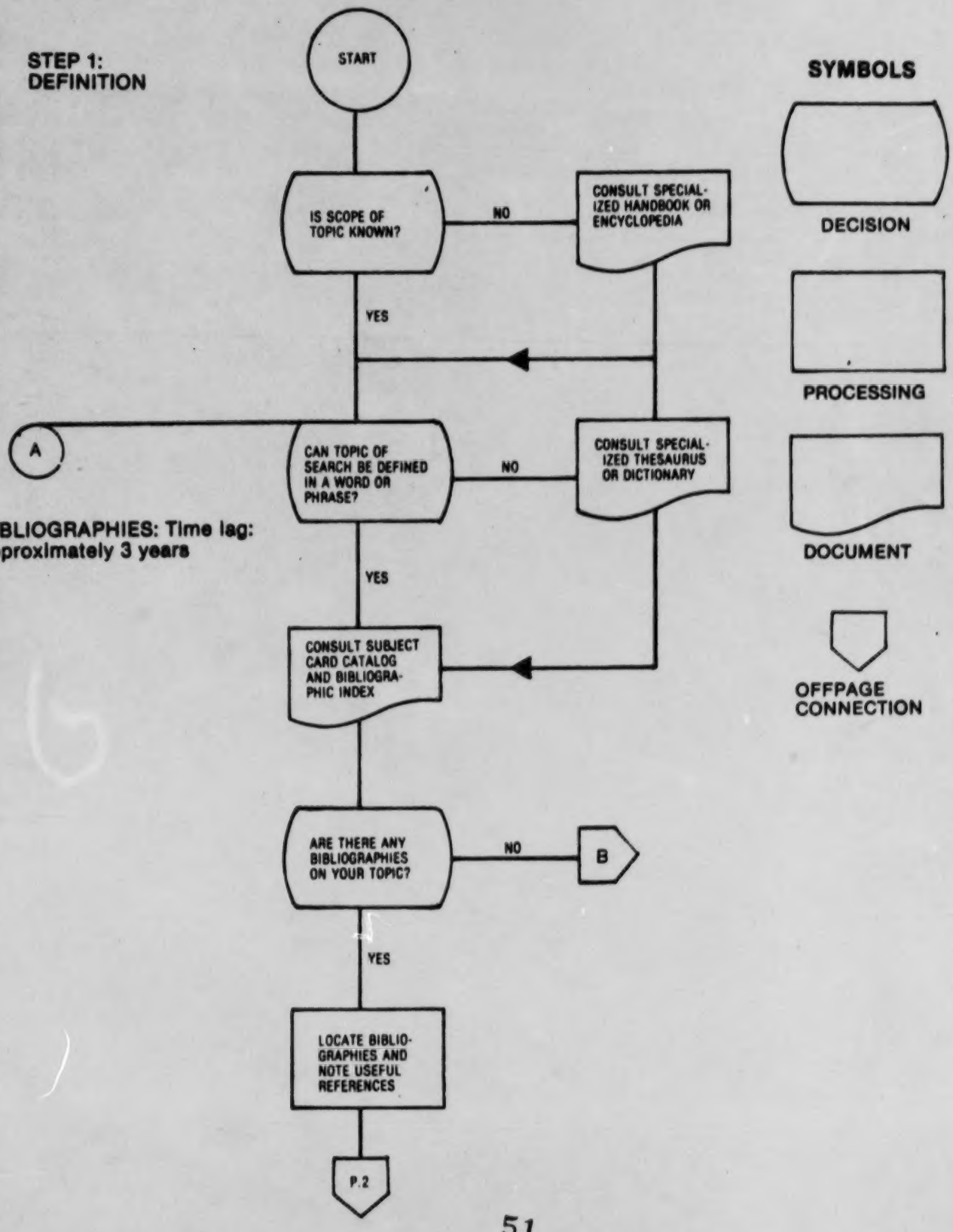
CALL NUMBERS are the numbers printed on the spines of library books that determine where the books are to be found on the shelves. The **LIBRARY OF CONGRESS** (or LC) numbers used in the College Library are composed of letters and numbers. The top line, consisting of one or two letters, indicates the main subject or classification; the next line(number) is for the special aspect of the class. The third line of the call number is a code for the author or title of the book and is also a number. A fourth line may be used to indicate date or volume. **COPY THE ENTIRE CALL NUMBER BEFORE YOU SEARCH FOR A BOOK ON THE SHELVES.**

General Outline of Classes

GENERAL WORKS	**A**
Encyclopedias	AE
Periodicals	AP
Societies	AS
Yearbooks	AY
PHILOSOPHY	**B**
Logic	BC
Metaphysics	BD
Psychology	BF
Ethics	BJ
RELIGION	**BL–BX**
HISTORY	**C**
Civilization	CB
Antiquities	CC
Heraldry	CR
Genealogy	CS
Biography(Collective)	CT
HISTORY-OUTSIDE AMER.	**D**
British	DA
French	DC
German	DD
Classical	DE
Greek	DF
Italian	DG
Russian	DK
Spanish	DP
Asian	DS
African	DT
Oceania	DU
HISTORY–AMERICA	
America-General	E
U. S.-General	E
U S.-Local	F
Outside U. S.	F
GEOGRAPHY	**G**
Physical Geography	GB
Anthropology	GN
Folk-lore	GR
Manners & Customs	GT
Sports & Games	GV
SOCIAL SCIENCES	**H**
Statistics	HA
Economics	HB-HJ
Labor	HD
Commerce	HF
Finance	HG
Sociology	HN-HX
POLITICAL SCIENCE	**J**
United States	JK
Europe	JN
International Law	JX
LAW	**K**
EDUCATION	**L**
History of	LA
Theory & Practice	LB
Universities(U.S.)	LD
MUSIC	**M**
FINE ARTS	**N**
Architecture	NA
Sculpture	NB
Graphic Arts	NC
Painting	ND
Engraving	NE
Industrial	NK
LANGUAGE	**P**
Romance	PC
English	PE
German	PF
LITERATURE	**P**
Classical	PA
General	PN
Romance	PQ
English	PR
American	PS
Germanic	PT
Fiction	PZ
SCIENCE	**Q**
Mathematics	QA
Astronomy	QB
Physics	QC
Chemistry	QD
Geology	QE
Botany	QK
Zoology	QL
Human Anatomy	QM
Physiology	QP
Bacteriology	QR
MEDICINE	**R**
AGRICULTURE	**S**
TECHNOLOGY	**T**
Engineering	TA-TH
Chemical	TN-TP
Photography	TR
Domestic Science	TX
MILITARY SCIENCE	**U**
NAVAL SCIENCE	**V**
BIBLIOGRAPHY & LIBRARY SCIENCE	**Z**

OUTLINE OF A SAMPLE LIBRARY SEARCH STRATEGY

STEP 1: DEFINITION



BIBLIOGRAPHIES: Time lag: approximately 3 years

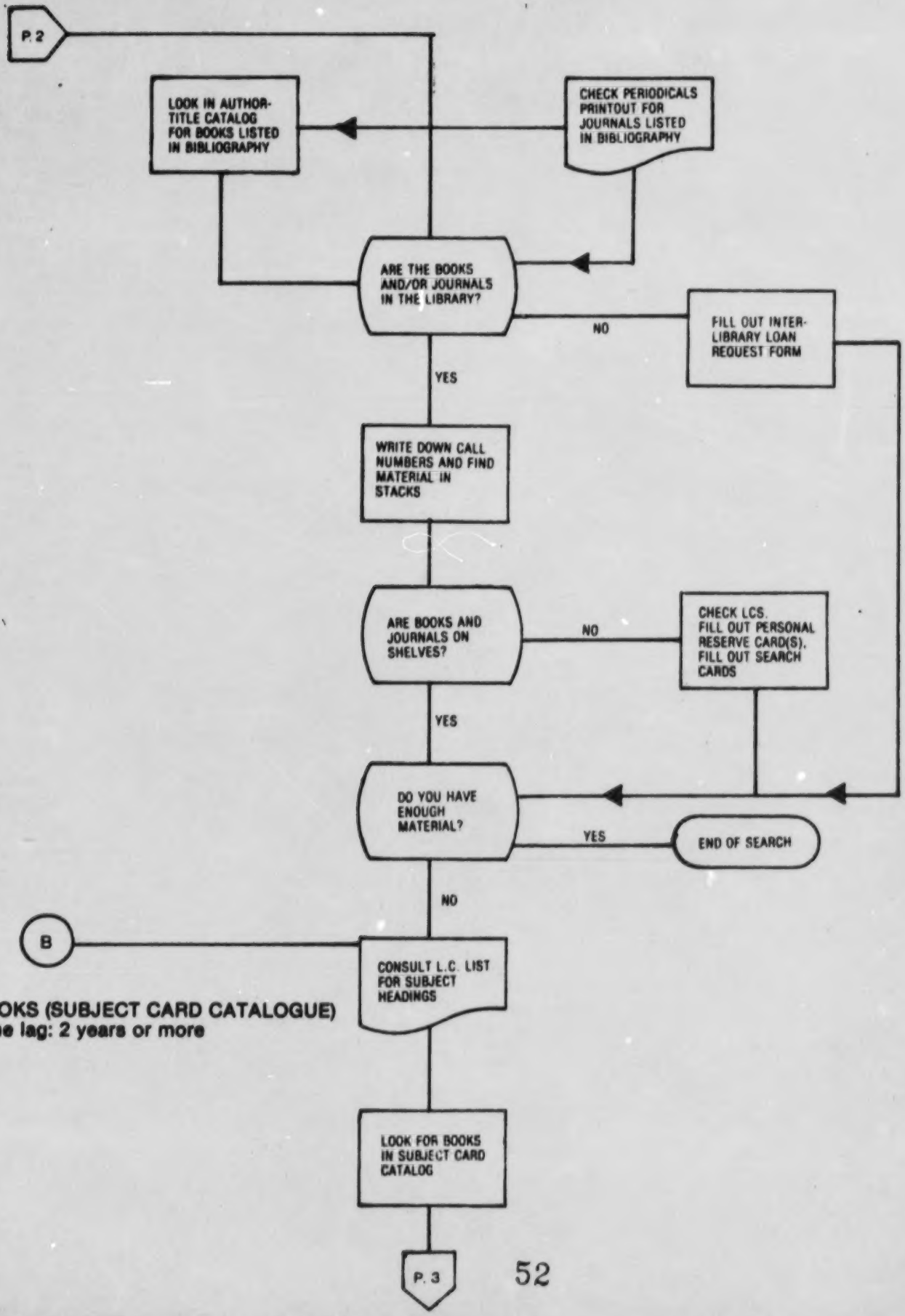
SYMBOLS

DECISION

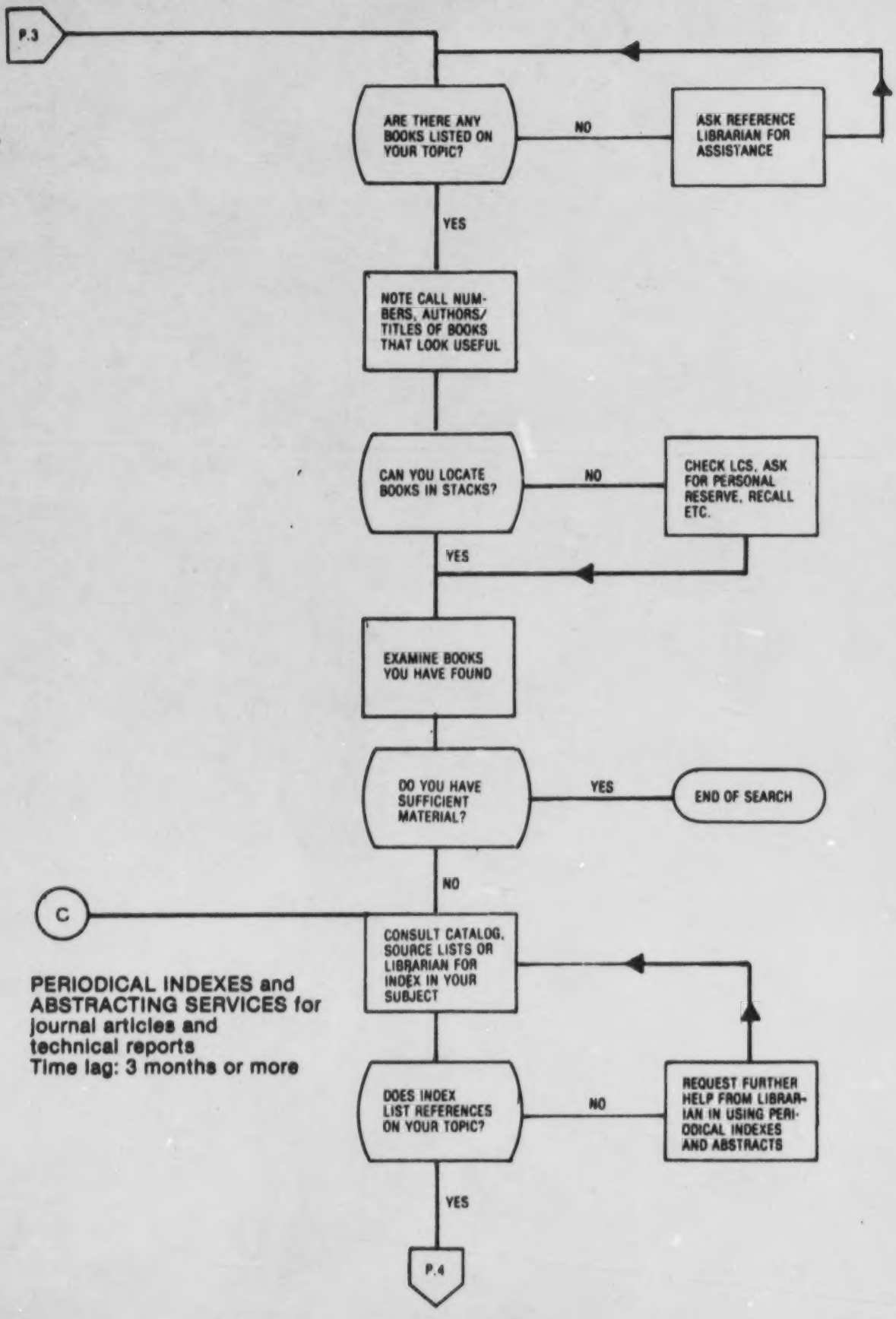
PROCESSING

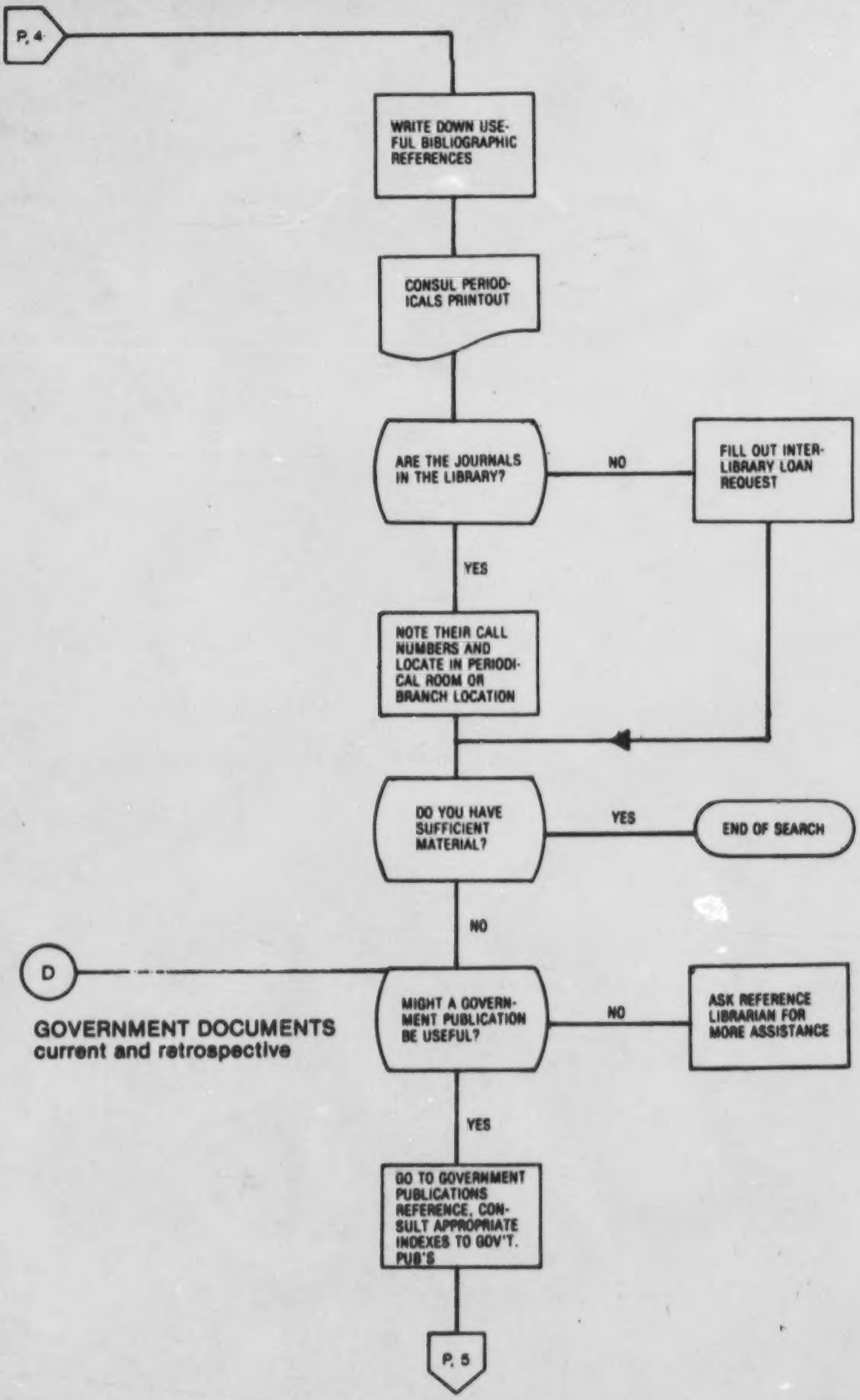
DOCUMENT

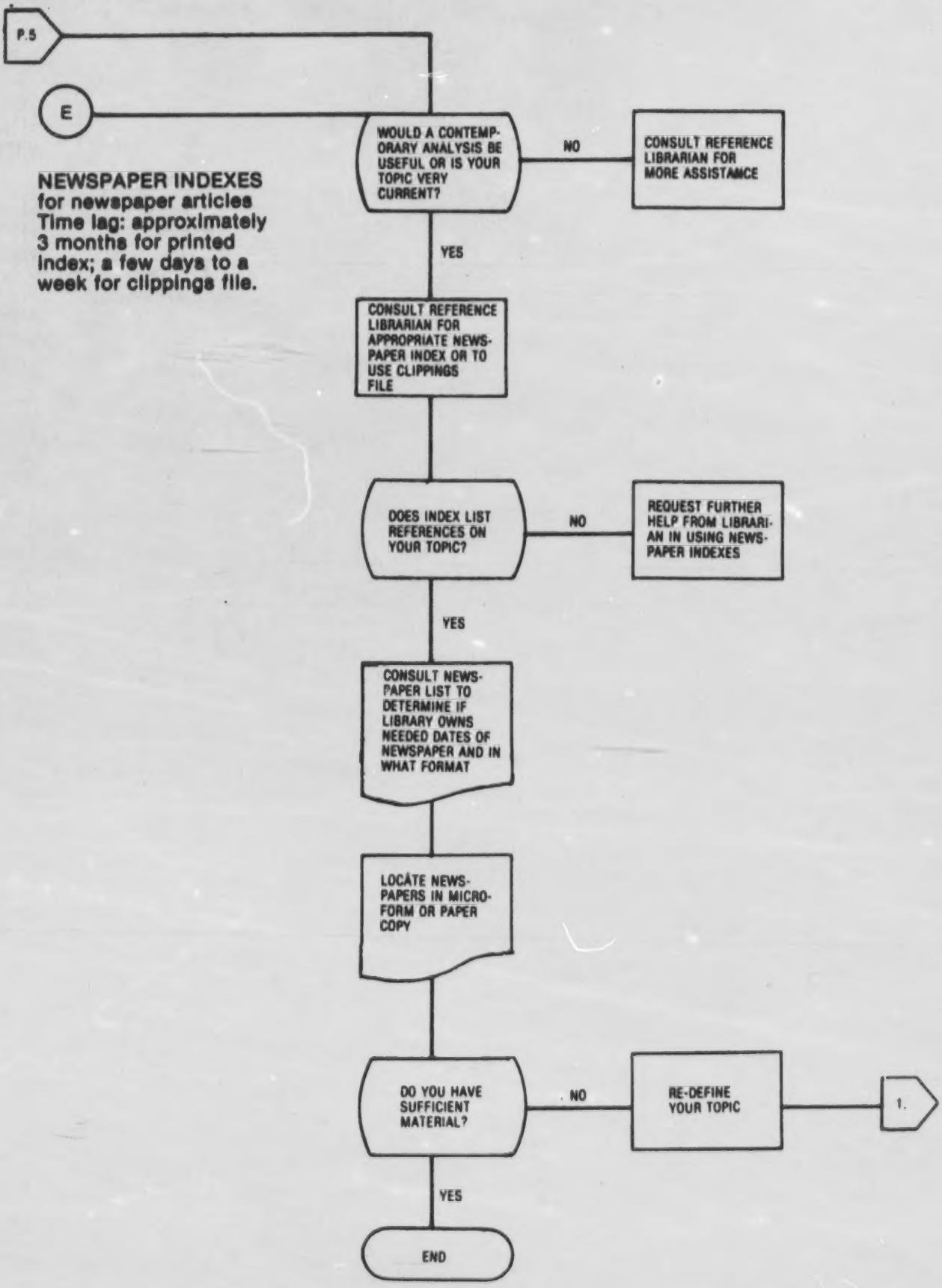
OFFPAGE CONNECTION


P. 2
LOOK IN AUTHOR-TITLE CATALOG FOR BOOKS LISTED IN BIBLIOGRAPHY
CHECK PERIODICALS PRINTOUT FOR JOURNALS LISTED IN BIBLIOGRAPHY
ARE THE BOOKS AND/OR JOURNALS IN THE LIBRARY?
NO
FILL OUT INTER-LIBRARY LOAN REQUEST FORM
YES
WRITE DOWN CALL NUMBERS AND FIND MATERIAL IN STACKS
ARE BOOKS AND JOURNALS ON SHELVES?
NO
CHECK LCS. FILL OUT PERSONAL RESERVE CARD(S). FILL OUT SEARCH CARDS
YES
DO YOU HAVE ENOUGH MATERIAL?
YES
END OF SEARCH
NO
B
CONSULT L.C. LIST FOR SUBJECT HEADINGS
LOOK FOR BOOKS IN SUBJECT CARD CATALOG
P. 3

BOOKS (SUBJECT CARD CATALOGUE)
Time lag: 2 years or more


P.3
ARE THERE ANY BOOKS LISTED ON YOUR TOPIC?
NO
ASK REFERENCE LIBRARIAN FOR ASSISTANCE
YES
NOTE CALL NUMBERS, AUTHORS/ TITLES OF BOOKS THAT LOOK USEFUL
CAN YOU LOCATE BOOKS IN STACKS?
NO
CHECK LCS, ASK FOR PERSONAL RESERVE, RECALL ETC.
YES
EXAMINE BOOKS YOU HAVE FOUND
DO YOU HAVE SUFFICIENT MATERIAL?
YES
END OF SEARCH
NO
C
CONSULT CATALOG, SOURCE LISTS OR LIBRARIAN FOR INDEX IN YOUR SUBJECT
PERIODICAL INDEXES and ABSTRACTING SERVICES for journal articles and technical reports
Time lag: 3 months or more
DOES INDEX LIST REFERENCES ON YOUR TOPIC?
NO
REQUEST FURTHER HELP FROM LIBRARIAN IN USING PERIODICAL INDEXES AND ABSTRACTS
YES
P.4


P. 4
WRITE DOWN USE-FUL BIBLIOGRAPHIC REFERENCES
CONSUL PERIOD-ICALS PRINTOUT
ARE THE JOURNALS IN THE LIBRARY?
NO
FILL OUT INTER-LIBRARY LOAN REQUEST
YES
NOTE THEIR CALL NUMBERS AND LOCATE IN PERIODI-CAL ROOM OR BRANCH LOCATION
DO YOU HAVE SUFFICIENT MATERIAL?
YES
END OF SEARCH
NO
D
GOVERNMENT DOCUMENTS
current and retrospective
MIGHT A GOVERN-MENT PUBLICATION BE USEFUL?
NO
ASK REFERENCE LIBRARIAN FOR MORE ASSISTANCE
YES
GO TO GOVERNMENT PUBLICATIONS REFERENCE, CON-SULT APPROPRIATE INDEXES TO GOV'T. PUB'S
P. 5


P.5
E
NEWSPAPER INDEXES
for newspaper articles
Time lag: approximately 3 months for printed index; a few days to a week for clippings file.
WOULD A CONTEMPORARY ANALYSIS BE USEFUL OR IS YOUR TOPIC VERY CURRENT?
NO
CONSULT REFERENCE LIBRARIAN FOR MORE ASSISTANCE
YES
CONSULT REFERENCE LIBRARIAN FOR APPROPRIATE NEWSPAPER INDEX OR TO USE CLIPPINGS FILE
DOES INDEX LIST REFERENCES ON YOUR TOPIC?
NO
REQUEST FURTHER HELP FROM LIBRARIAN IN USING NEWSPAPER INDEXES
YES
CONSULT NEWSPAPER LIST TO DETERMINE IF LIBRARY OWNS NEEDED DATES OF NEWSPAPER AND IN WHAT FORMAT
LOCATE NEWSPAPERS IN MICROFORM OR PAPER COPY
DO YOU HAVE SUFFICIENT MATERIAL?
NO
RE-DEFINE YOUR TOPIC
1.
YES
END

THE BIBLIOGRAPHIC CHAIN

THIRD SESSION (UNL 205)

In Perspective

1. book on a specific subject
2. reviews of the book
3. citations of the book in another book
4. subject bibliographies in which book is included
5. encyclopedias on the subject topic which may cite the book
6. literature reviews of field in which works on the subject are listed regardless of form

In Timeliness

1. daily newspapers
2. weekly news magazines or rapid news sources such as Facts on File
3. monthly magazines
4. newspaper indexes (N.Y. Times in print - about 3 months on-line - about 4 days)
5. magazine indexes (Reader's Guide - about 4-6 months from pub. date)
6. books - 6 mos. - 2 years
7. encyclopedias - in annual supplement - about 1½ years, in main volume - several years to never, depending on topic or event

In Form

Our example: 20th Century American History

Tool: (card catalog subject cards) U.S. - History - 20th Century

Tool: (Abstract or Index to American History) America: History and Life

Tool: (Encyclopedia) Encyclopedia of American History

Tool: (Dictionary) Websters Guide to American History

Tool: (Bibliography) Clements, William Lawrence. The William L. Clements Library of Americana at the University of Michigan

Tool: (Speeches) Brandt, Carl G. Selected American Speeches on basic issues, 1850-1950.

Tool: (Essays and Commentary) Commander, Henry Steele. The Search for a Usable Past and Other Essays in Historiography

Tool: (Periodical) American Heritage

Tool: (Periodical index or abstract) Historical Abstracts

LIBRARY RESEARCH (UNL 205)
SEARCH STRATEGY
WORKSHEET

Name:_____ Social Security Number:_____

1. What is the general topic for your bibliography?_____

_____

2. By making use of the card catalog, identify a relevant encyclopedia, dictionary or handbook in this general field and locate a summary or brief overview of the topic.

   a. List the author (if any) and title, date and call number of the work in which you found the summary.

      Author_____ Date_____

      Title_____ Call Number_____

   b. Under what subject or chapter heading and on what pages of that work did the summary appear?

      Subject_____

      Pages_____

   c. Note any possible ways to narrow your topic suggested by its treatment in the reference source used above.

      _____

      _____

   d. Is there a bibliography listing additional suggested sources at the end of the summary?

      _____

3a. Use of the subject section of the card catalog. Using the Library of Congress Subject Headings volumes, identify and list several subject headings which best apply to your topic; they can be broadly related or narrowly specific.

_____

_____

_____

   b. Check the subject section of the card catalog under the most relevant of your three subject headings and list several of the subdivisions used under that subject. These subdivisions may suggest additional ways to narrow your topic.

      _____

      _____

c. Does your subject heading in the card catalog have a subdivision for "Bibliography?" _____
(Yes or No)

If Yes, note the author, title, date and call number for the most recently published bibliography.

Author_____

Title_____

Date_____ Call Number_____

4. Another way of finding a bibliography on your topic is to use Bibliographic Index (REF Z1002 B595, located in stack 7 of the Indexes and Abstracts area). Try using subject headings similar to the ones you identified for the card catalog to find a bibliography on your subject in a book or journal article. Note the information needed for a full bibliographic citation here. (If you can't find a listing for an appropriate bibliography, write "None found" and list which volumes and subject headings you checked.)

_____

_____

5. Using a bibliography found through the card catalog or in Bibliographic Index, or by checking the subject section of the card catalog under the subject headings you identified in #3a, list the following information for several books on your topic.

	Call Number	Author	Title	Date
A.	_____	_____	_____	_____
B.	_____	_____	_____	_____
C.	_____	_____	_____	_____

6. Look up any one of the books listed in #5 under its main entry card in the author-title section of the catalog. Circle letter indicating which book you have chosen: A, B or C.

a. In what call number range might you browse for related materials?

_____

b. Under what subject headings is this book listed in the subject section of the catalog?

_____

Do these headings include any you had not previously identified? _____
_____If so, list them here_____

_____

c. Does this book have a bibliography that might lead you to additional sources?_____ If yes, on what pages is it located?_____

7. To identify appropriate periodical indexes and abstracts for your topic, you can:

   a. Consult one of the three subject guides to indexes listed below, depending on your topic.

      1. Harzfeld, Lois A. Periodical Indexes in the Social Sciences and Humanities: A Subject Guide. Metuchen, NJ: Scarecrow, 1978. (REF AI 3 H37, shelved in Ready Reference collection).

      2. Owen, Dolores B. and Marguerite M. Hanchey. Abstracts and Indexes in Science and Technology: A Descriptive Guide. Metuchen, NJ: Scarecrow, 1974. (REF Z7403 095, shelved in Ready Reference collection).

      3. "Indexes and Abstracts: A Selected Bibliography in Subject Arrangement," a guide prepared for use in The University at Albany Library and available in the display case near the Reference Desk.

   b. Check the subject section of the card catalog under a broad subject heading related to your topic to see if there are listings under that subject with one of the following subdivisions:

      -- Abstracts
      -- Indexes
      -- Periodicals -- Bibliography
      -- Periodicals -- Indexes

      or just scan the subject listings for the plastic overlays for "Abstract and Index Area."

      Using any of these methods, identify at least one indexing or abstracting service appropriate to your topic and list the information requested below.

      Title of index_____

      Call number_____

      Location_____
      (table or stack number in Abstract and Index Area)

DCM/alb
1/7/81

SESSION FOUR

COMPILING AND ANNOTATING SUBJECT BIBLIOGRAPHIES

UNL 205

SESSION 4: COMPILING AND ANNOTATING SUBJECT BIBLIOGRAPHIES

Objectives: Compiling

1. After examining sample subject bibliographies, students will be able to identify five possible arrangements for such a bibliography (e.g. chronologically, geographically, by form, alphabetically by main entry, by subject subdivisions, etc.).

2. After examining sample subject bibliographies, students will be able to point out several factors in the selection and definition of a topic, and also in the arrangement of citations to watch for as they compile their own assigned bibliographies (e.g. topic too broad; audience not clear - lay person or specialist; unclear arrangement - historical, theoretical, current materials interfiled in bibliography; untitled or title not specific enough to indicate scope of bibliography, etc.).

3. Following a review of the worksheet in using Turabian's Manual for Writers of Term Papers, Theses, and Dissertations, students will be able to:

   a. List the elements of a citation for a book;

   b. List the elements of a citation for a periodical article;

   c. List the elements of a citation for a newspaper article;

   d. List the elements of a citation for a government publication.

   e. Identify where the information needed for the elements of a citation is likely to appear for each of the kinds of publications listed in (a)-(d) above.

Objectives: Annotating

1. Given some sample annotations similar to those used by remainder houses in their ads and brochures, students will be able to list various aspects of a book which might be highlighted in an annotation, e.g. author's credentials, unique treatment, revised edition, primary source material, etc.

2. After discussing a handout on "Method of Examining a Reference Book" (adapted from Sheehy's Guide to Reference Books, 1976), students will be able to list several parts of a book (e.g. title page, preface or introduction, book itself for arrangement, illustrations, indexes, etc.) which might contain information worthy of mentioning in the annotation.

3. After discussing the section of a handout on "Compiling, Annotating, and Writing Subject Bibliographies" that deals with the annotation, students will be able to list important features of a book (e.g. purpose, form, arrangement, charts or other illustrations, index or bibliography, authority, recency, comprehensiveness) that might be mentioned in the annotation.

4. Following a discussion of the differences between descriptive and informative abstracts, and between abstracts and annotations, students will be able to define these terms and explain the differences among them.

5. Given a copy of the front cover, title page, table of contents, preface, sample pages of text, index, appendix, and/or back cover of a book, students will be able to prepare a citation in the proper form (based on Turabian).

6. Given copies of the sections of a book listed in #5 above, students with the aid of checklists provided in the handouts and points brought out in discussion, will be able to write an annotation for the book highlighting its appropriate features.

/bg
5/23/80

REFERENCE MATERIALS HANDOUT

LIBRARY RESEARCH, FOURTH SESSION

METHOD OF EXAMINING A REFERENCE WORK *

1. Check title page for:

    a. scope of work as seen in title
    b. author's name
    c. author's previous works
    d. publisher
    e. date

2. Read preface or introduction for:

    a. further information as to scope
    b. special features
    c. limitations
    d. comparison with similar books
    e. explanation of how to use

3. Examine book for:

    a. arrangement
    b. kind of entry
    c. cross references
    d. supplements
    e. indexes
    f. quality of entries

4. Note any evidence of bias or lack of impartiality.

5. Notice any variation in arrangement within or between parts or volumes.

6. Check for recency of information, especially if publication date or date of edition indicates that the work has supposedly been revised.

* Adapted from Constance M. Winchell, Guide to Reference Books, 8th ed, Chicago, Ala, 1967, pp. XIV, XV.

Peanut Butter and Jelly Guide to Computers

Jerry Willis

with Deborrah Smithy
Brian Hyndman

dilithium Press
Portland, Oregon

Reproductions of the title page, introduction, table of contents, verso, a page of illustration and the back cover of Peanut Butter and Jelly Guide to Computers included with the permission of Dilithium Press.

To Amy

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Contents

1 So You Want to be a Computer Freak 1

A bit of history
What can you do with a personal computer
How to use this book

2 The CPU and Friends 17

The clock
The bus
The CPU
The power supply
Memory
I/O ports

3 Memories are Made of This 31

A little history
A guided tour of a memory
Alphabet soup
How much memory do you need?
What you need and what's available
Memories tomorrow

4 The Data Warehouses 49

Which to use?

5 Talking with Your Computer 75

6 Getting It All Together 95

7 A Day in the Life of Some Typical Computers 105
Which chip?
8080 systems
Z80 systems
6800 computers
6502 systems
Deciding which computer to buy

8 Do You Speak Computerese? 135
Levels of computer language
A side trip on computer numbers
Utility programs

9 Can Sol Come Out and Play? 153

10 Can Computers Really Do It Better? 163

11 Leonardo de Altair 173

12 What You See in the Window is Not What You Get 185

13 What Delivery in 30 Days Really Means 191
Guidelines for mail order buying

14 You Too can Build an IBM 360 with Only a Screwdriver and an Inexpensive Blowtorch 201

Appendix 209
ASCII Code

Preface

When I told friends what the title of this book would be, several of them paused in puzzlement for a moment and then asked this question - "What has peanut butter and jelly got to do with computers?" Well, there is no direct relationship. In fact, I have a strict rule that kids with sticky sandwiches and adults with martinis must stay a respectable distance away from the innards of my computer.

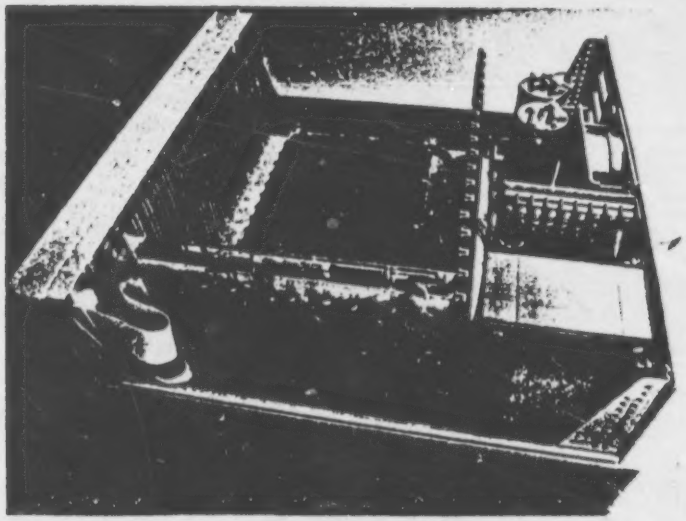
This book is, however, much like a peanut butter and jelly sandwich. The sandwich is a simple but very nutritious food; it is not expensive, requires very little effort to make, and is tasty though simple. The book is also designed to be a simple, easy to digest source of information on personal computing. It should supply the reader with the essential information needed to get started. Topics are treated in enough depth to be of use to those with moderate though not extensive experience as well.

In writing the book I had two goals in mind - to keep the writing style as light and comfortable as possible and to include technical material only if it were helpful and understandable to a reader who did not have a degree in engineering or computer sciences.

Many people participated in the shaping and molding of this manuscript, and I would like to express a collective thanks to my students and fellow computer freaks who read the reread the various drafts of each chapter. I also owe a special debt of thanks to Paul Chirlian who made many excellent suggestions that substantially improved the manuscript. And, finally, appreciation should be expressed to Merl and Patti Miller. As publisher and editor they demonstrated an all too rare blend of professional competence and personal friendliness that made it a pleasure to work with them.

Jerry Willis

variation in the function of some of the lines from computer to computer. A further complication is that a given computer will not use all 100 lines, some of them aren't even used in the original version. Processor Technology's Sol computer, for example, uses pin 67 for a "phantom disable" signal while Altair computers do not use pin 67 at all. To make things worse pin 67 is used for a "refresh disable" signal on the Cromemco Dazzler video display board and for a "non-maskable interrupt" on some products from Vector Graphics. And computers that have a Z-80 chip need a special signal on line 65 to make their memory work correctly while 8080 computers ignore the line. All this means you can entertain some hope that something will work if it is S-100, but there is no guarantee. To be absolutely sure, try it out in a computer like yours before you buy. Check to see not only that it will work in the mainframe (the "body" of the computer), but also with the peripherials you plan to use at the same time. An accessory may work fine when it is the only thing added to the mainframe but refuse to cooperate at all when another peripheral is plugged in.



Motherboard installed in microcomputer.

Some manufacturers provide compatibility information for a wide range of systems, and armed with this data it should be possible to get the product to run. There are, however, some S-100 accessories that, thus far, defy the engineers and refuse to run in some systems. As I wrote this, the backroom boys at Extensys Corporation were still trying to find out why their RM-64, a large capacity memory board, runs fine in a Sol-20 by itself but won't come out and play if the Processor Technology disk storage system, Helios II, is connected.

THE CPU

The CPU, or MPU (microprocessor unit) as it is known in the small computers, is the brain of the system. This is where the action is. Figure 2-2 is a simplified block diagram of an MPU. In a microprocessor each of these blocks would be part of a single chip, and each has its own special function:

1. Address Register (AR). A register is a sort of temporary storage location. Data in the address register tells the MPU where to send the results of its calculations when an operation is finished.

2. Program Counter (PC). Computers do their job by following a list of instructions in their memory. The program counter keeps track of which instruction is being completed and helps the MPU figure out which one is to be done next.

3. Data Register (DR). Data the computer will need to carry out an instruction is taken from memory and placed temporarily in this register.

4. Instruction Decoder (ID). The instructions are stored in memory in a form that may not be understood by the MPU. The ID provides signals to the Control Unit that correspond to instructions.

5. Control Unit (CU). Using the clock which was mentioned previously, the CU acts like the orchestra conductor for the whole system. The clock is, in a way, its baton and the program of instructions is the sheet music.

6. Accumulator (ACC). Data passing into and out of the MPU often pass through this register. It is a gateway to the rest of the MPU.

7. Arithmetic Logic Unit (ALU). All a computer really does is simple arithmetic - adding and subtracting. That is a little like saying all Picasso did was slap paint around on some

canvas. It is true, though, that the computer really does very simple things when it comes right down to it. Those things are done in the ALU. The saving grace of the computer is the speed at which these simple things can be done. That speed combined with humanity's ability to make these simple operations accomplish some very complex things is what makes computers so powerful.

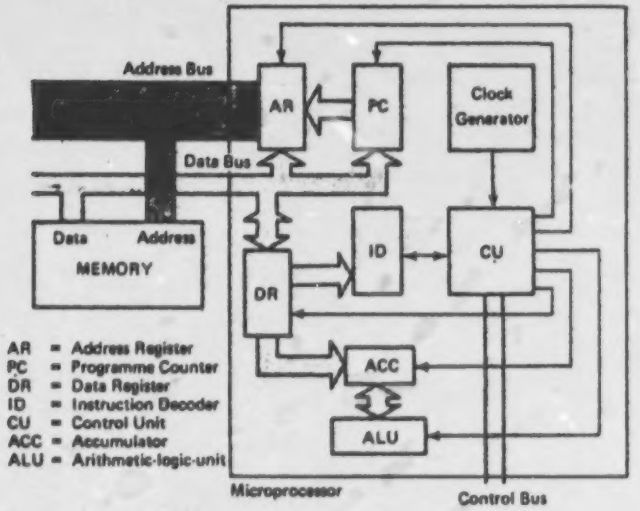
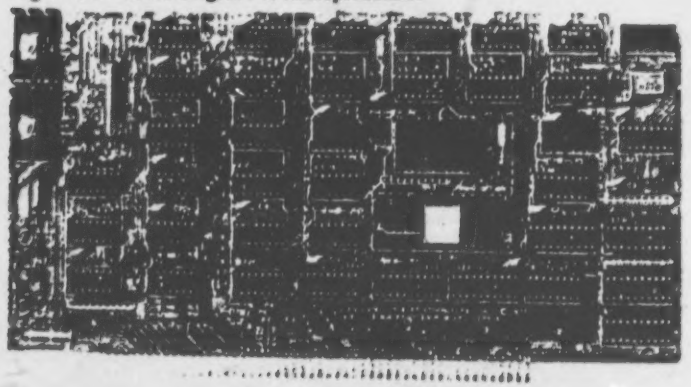


Figure 2-2 - Block diagram of microprocessor.



North Star Z-80 CPU. (Courtesy North Star).

THE POWER SUPPLY

Regardless of its size, shape, color, or nationality your computer will require a power supply to operate. Every electric device draws a certain amount of power from its supply. This power, measured in watts, is the same power as shown on light bulbs, electric irons, toasters, and so forth. And just as an outlet in your kitchen or workshop can be overloaded by plugging in too many appliances, a computer's power supply can be overloaded by plugging in too many accessories. It is essential, therefore, that the size or capacity of the power supply be adequate to handle not only the present needs of the computer but also the load that will be created when all those fancy gadgets you plan to buy are added. Because the S-100 bus includes lines to carry power to the various components it services, many accessories that are added to a personal computer do not contain their own power supply. That makes them cheaper to manufacture and they take power from the main computer supply through the S-100 bus.

The danger of overloading an outlet in your home is lessened by the use of circuit breakers or fuses. These devices have the ability to veto a request for additional current when it is excessive. In a computer the power of veto works a little differently. When the power supply is overloaded something usually gets hot, very hot. As the power drawn from the supply nears the limits of its capacity the regulators that govern the distribution of power will begin to cut themselves off (because of the heat). The result may be a drop in voltage in some parts of the system, a component failure, or both. In fact it is claimed by some that the engineers who designed computers purposely create, in accordance with Murphy's Law, circuits with a unique characteristic - when the going gets rough a component will invariably fail (blow or burn up) to protect the fuse.

All this adds up to the fact that the power supply is an essential part of the system. Look for large transformers and capacitors (both physically and value wise) and heavy wiring and construction. Since the supply feeds power to all of the sensitive logic circuits in the system, it is of paramount importance that power for the components be clean and smooth with no changes in level or "power surges." The DC in a computer must be stable and regulated. In most systems raw,

An advantage of the Teletype is the decision of several small microcomputer makers to include an interface for the Teletype in their basic system. A KIM, for example, will run a Teletype with little or no additional circuitry required.

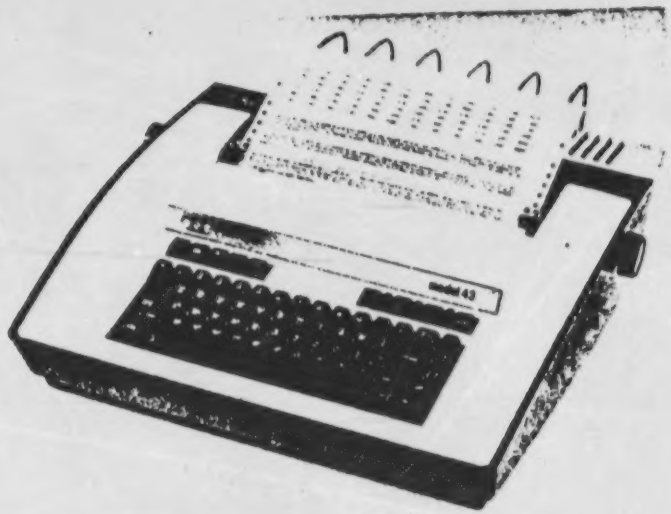
Dot Matrix Printers

Dot matrix printers create a letter by imprinting the paper with a pattern of dots. Southwest Tech's PR-40 printer is an ugly cuss, but it costs a mere $250. It prints 40 characters per line on 3 7/8" wide adding machine paper. The PR-40 prints fast, 75 lines a minute, and does it by knocking the ribbon into the paper with a set of wires that are activated by solenoids. Print quality is acceptable, though not typewriter quality. The PR-40 is also noisy and produces only capital letters. In addition, it is somewhat difficult to construct and, because of the narrow space between the printhead and platen, it cannot be used to print on special forms or labels that are very thick. In short, it is not generally recommended unless you need a cheap way of making hard copies of program listings.

Another dot matrix printer that is a bit further up the scale is the Axiom EX-800. This neat little printer sells for $655 and prints 80 characters on a tough paper that has been coated with aluminum. It prints at an amazing 160 characters per second, 14 times the speed of a Teletype. It prints both upper and lower case characters in three sizes, and the output can be photocopied easily.

While far better than the PR-40, the EX-800 is still of limited usefulness. It prints by literally burning the aluminum coating off the special paper with a set of wire electrodes. It will not work with any other type of paper, and the dot matrix method of printing still does not provide typewriter quality.

Several other full size dot matrix printers are available for use with personal computers. The most familiar model is the DECWRITER II, although Centronics and Okidata are also producing a cheaper dot matrix printer for the personal market. The DECWRITER II gives near typewriter quality output on standard computer paper at 30 characters per second. It includes an excellent keyboard and plugs into a serial port. At a cost of around $1500 it is out of bounds for most personal computer systems but is used extensively in small business minicomputer installations.



The Model 43 dot matrix printer. (Courtesy Teletype Corp.).

Decwriter.

Appendix

ASCII Code

Character	*ASCII*	*Character*	*ASCII*	*Character*	*ASCII*
0	30	D	44	Q	51
1	31	E	45	R	52
2	32	F	46	S	53
3	33	G	47	T	54
4	34	H	48	U	55
5	35	I	49	V	56
6	36	J	4A	W	57
7	37	K	4B	X	58
8	38	L	4C	Y	59
9	39	M	4D	Z	5A
A	41	N	4E	Space	20
B	42	O	4F	Line Feed	0A
C	43	P	50	Car Ret	0D

SAMPLE REVIEW OF

Peanut Butter and Jelly Guide to Computers

taken from:

Library Journal v. 104

(January 1, 1979), p. 121

Willis, Jerry with Deborah Smithy & Brian Hyndman. Peanut Butter and Jelly Guide to Computers.

Dilithium Pr., P.O. Box 92, Forest Grove, Or. 97116. 1978. 207p. illus. LC 78-70238. ISBN 0-918398-13-4. pap. $7.95. COMPUTERS

This book is written for the hundreds of thousands of people who have caught the binary bug and are buying microcomputers for their personal use. The early chapters provide a general introduction to personal computing concepts. Later chapters cover microcomputer hardware and applications. Their common denominator is the author's considerable zest for personal computing, which provides lively reading throughout. Don't be put off by the title, which belies an earnest concern that the would-be buyer get a fair shake in the microcomputer marketplace. The final chapter, called "You Too Can Build an IBM 360 with Only a Screwdriver and a Blowtorch," has some wise words for prospective computer kit builders. Recommended for high school media centers and college and public libraries.—*Ronald Swanson, Univ. of Nebraska Libs., Lincoln*

SESSION FIVE

IDENTIFYING, USING AND EVALUATING REFERENCE MATERIALS

UNL 205
SESSION 5: REFERENCE MATERIALS

Objectives:

Following class discussion of various types of reference tools, their functions and use, and having been shown examples of the kind of information found in each type, students will:

1. Consult an almanac or general statistical source for brief factual or statistical information.

2. Consult a dictionary to find the definition, history and derivation, pronunciation, usage, foreign language equivalent, or synonyms for a given word.

3. Consult a specialized dictionary within a given discipline to find the meaning of a term or phrase within that discipline.

4. Consult a general or specialized encyclopedia to find background information on a given topic, to find a brief explanation of a given subject, or to locate basic references on a topic using the bibliography found in the encyclopedia article.

5. Consult a directory to find the address, function, description, or place in an organizational structure of a particular organization or government agency.

6. Consult an atlas to find the location of a given place, or to locate a map of physical features, population, or other characteristics of an area.

7. Consult a biographical directory to find information about a particular individual.

8. Consult a bibliography to find a list of references on a particular topic or author.

9. Consult a handbook or annual to find an explanation of a topic in more depth than a dictionary but less than encyclopedia length, or to find information on current developments in a subject field.

10. Locate a review of a book.

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UNL 205: LIBRARY RESEARCH

Questions Using Reference Sources

1. I need some background information on hot-air balloons and how they work -- nothing too technical, it's for my daughter's high school assignment. I already looked in World Book at home, but it didn't give enough information.

2. I have to do a five-minute speech on the history of a word. My word is "style." Should I look in the card catalog for books first?

3. I need to find the ten largest cities of the world in terms of population.

4. I'm a graduate assistant and my professor wants me to find biographical information on these three people in his field. They have all published articles. Oh, he's in psychology.

5. For our assignment we have to find a list of companies in a particular industry with their addresses and names of chief executive officers.

6. Can you tell me where I'd find a logarithmic table?

7. I'm doing an extensive paper, it may even become my thesis, on desegregation in the schools, and the impact of the Brown vs. Board of Education Supreme Court decision. I need all kinds of sources -- books, periodical and newspaper articles, government publications, etc. Where should I start?

8. I'd like an overview about what's been going on in the U.S. space program for the last year or so. Is there some source that would put that all together for me?

9. I need to find a definition for the literary term "aiodos". I can't find it in Webster's.

10. Do you have a map that shows the land area in New York State that is devoted to farming?

11. I have to write an annotation for the book Peanut Butter and Jelly Guide to Computers (1978) by Jerry Willis for my annotated bibliography assignment. Where could I find book reviews of this book that other people in the field have written to see what they have said about the book?

/bg
9/22/80

FINDING INFORMATION AND MATERIALS IN THE LIBRARY

Reference Sources

Using the resources of the library can be a process of finding answers to questions:

Have you ever needed or wanted to know--
--the population of some city or country?
--the address of some person or organization?
--the birth and/or death dates of a well known person?
--the definition of a term or phrase in an unfamiliar field?

These questions and many others like them have in common answers requiring specific information. There are many books available in libraries which contain the information necessary to answer questions similar to those above:

If you need--	Try looking in--	For example--
STATISTICAL INFORMATION	Almanacs	--World Almanac
	Statistical abstracts	--Statistical Abstract of the U.S.
	Annuals	--Statesman's Yearbook
	Yearbooks	
GEOGRAPHICAL INFORMATION	Atlases	--Times, London. Times Atlas of the World
	Gazetteers or Geographical dictionaries	--Columbia-Lippincott Gazetteer of the World
DEFINITIONS	Dictionaries	--Oxford English Dictionary
In English or foreign languages		--Webster's Third New International Dictionary
By subject	Subject Dictionaries	--Dictionary of American Slang
		--Black's Law Dictionary
		--Dictionary of Anthropology
	Subject Encyclopedias	--McGraw-Hill Encyclopedia of Science and Technology

If you need--	Try looking in--	For example--
SHORT EXPLANATION OR OVERVIEW OF A TOPIC	General Encyclopedias	--Encyclopedia Americana
		--Encyclopaedia Britannica
		--Collier's Encyclopedia
	Subject Encyclopedias	--Encyclopedia of Education
		--Encyclopedia of World Art
ADDRESSES OF PERSONS AND/OR ORGANIZATIONS	Directories (Including telephone directories)	--Directory of American Scholars
		--The World of Learning
INFORMATION ABOUT ORGANIZATIONS OR COMPANIES	Directories	--Encyclopedia of Associations
		--American Universities and Colleges
		--Dun and Bradstreet, Inc. Million Dollar Directory
BIOGRAPHICAL INFORMATION	General Encyclopedias	--Encyclopaedia Britannica
	Subject Encyclopedias	--Grove, George. Dictionary of Music and Musicians
	Biographical Directories	--Who's Who in America
		--American Men and Women of Science
EVENTS OF THE PAST OR CURRENT YEAR	Annuals	--Americana Annual
	Yearbooks	
	News services	--Facts on File
		--Keesing's Contemporary Archives

If you need--	Try looking in--	For example--
SURVEY OF THE YEAR'S WORK IN A FIELD	Yearbooks	--Yearbook of Agriculture
	Annual Reviews	--Annual Review of Information Science and Technology
ALPHABETICAL INDEX TO THE WORDS IN A BOOK OR IN THE WORKS OF AN AUTHOR	Concordances	--Strong, James. Exhaustive Concordance of the Bible
		--Bartlett, John. A Complete Concordance... to...Shakespeare
LITERARY CRITICISM OR BOOK REVIEWS	Book review indexes	--Book Review Digest
		--Book Review Index
	Bibliographies of literary criticism	--European Drama Criticism: 1900-1975
IDENTIFICATION OF LITERARY CHARACTERS OR TERMS	Literary handbooks	--Oxford Companion to English Literature
		--Reader's Encyclopedia

HOW DO YOU FIND SUCH BOOKS IN A LIBRARY?

--ASK A REFERENCE LIBRARIAN. You might start by asking for assistance at the Reference Desk. The reference area has a large collection of the above mentioned types of reference books.

-OR-

--CONSULT A GUIDE TO REFERENCE WORKS. The most frequently used guide in American libraries is Guide to Reference Books compiled by Eugene P. Sheehy--available at the Reference Desk and in the stacks. Guide to Reference Books is organized by broad subject areas, and the listings under each subject area include directories, handbooks, dictionaries, etc., as applicable to the subject.

-OR-

--CHECK THE CARD CATALOG UNDER:

(YOUR SUBJECT)

- --ATLASES
- --BIOGRAPHY
- --DICTIONARIES
- --DICTIONARIES AND ENCYCLOPEDIAS
- --DIRECTORIES
- --HANDBOOKS, MANUALS, ETC.
- --YEARBOOKS

STATE UNIVERSITY OF NEW YORK AT ALBANY
UNIVERSITY LIBRARY

SELECTED REFERENCE SOURCES; AN ANNOTATED BIBLIOGRAPHY

Compiled by
Anne Dowling, Assistant Librarian
and
John Mielke, Associate Librarian

The following reference sources are arranged by subject. They are some of the most useful and frequently used materials in the Reference Services Department.

ENCYCLOPEDIAS, ALMANACS, AND YEAR BOOKS

REF
AS
911
A2
A67
**

Annual Register of Grant Support. 1969- . Los Angeles: Academic Media. Library has 1969+.

Authoritative reference guide to grant support programs. Covering over 2300 funding sources, provides information on current grant programs available through private foundations, corporations, government agencies, unions and educational and professional associations. Includes subject, organizational and geographic indexes. Published annually.

REF
AE
5
C683
1977
**

Collier's Encyclopedia. New York: MacMillan, 1977.

Style is popular and concise. Articles are not as detailed as the *Americana* or the *Britannica.* Index and subject bibliography in vol. 24.

Congressional Directory SEE U.S. Congress. *Official Congressional Directory.*

REF
AE
5
E333
1975
**

Encyclopedia Americana. New York: Americana Corp., 1975.

Excellent for information on the U.S. as well as scientific and technical subjects. Gives summaries of famous books and operas; describes musical compositions and works of art. Index in vol. 30.

*
HS
17
G334
**

Gale Research Company. *Encyclopedia of Associations.* 1972- . Detroit: Gale Research. Library has 1973+. Latest editions shelved in the Reference Area with the most recent shelved in the Ready Reference Area.

A listing and description of national and international organizations of all subject areas. Gives address, director or equivalent, membership, functions and purpose, and publications. Includes a quarterly supplement of new associations and projects, and a geographic and executive index.

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* Abstract and Index Area, First Floor, SW Wing

** Reference Area, First Floor, SE Wing

REF
AG
5
C725
1975
**

New Columbia Encyclopedia. New York: Columbia Univ., 1975. 4th ed.
A one-volume encyclopedia, good for quick reference.

REF
AE
5
E363
1974
**

The New Encyclopaedia Britannica. Chicago: Encyclopaedia Britannica, c1974. 15th ed.
This latest edition of the *Encyclopaedia Britannica* is arranged in a new and unique format. The Encyclopaedia is in three sections: the "Propaedia", the "Micropaedia", and the "Macropaedia". The ten volume "Micropaedia" contains brief articles and acts as an index to the "Macropaedia" by citing more expanded articles on some topics contained in this set. The single volume "Propaedia" is an "outline of knowledge" with references to articles in the "Macropaedia".

REF
JK
3430
N5
**

The New York Red Book. 1892- . Albany: J. B. Lyon Co. Latest issue shelved in the Ready Reference Area.
"An illustrated yearbook of authentic information concerning New York State, its departments and political subdivisions and the officials who administer its affairs." Contains biographies of the Governors, Lt. Governors, members of the Legislature, Judges of the Court of Appeals and Court of Claims, and other important State officials. Lists county officials and town and city supervisors. Published annually.

REF
AG
5
R25
**

Random House Encyclopedia. Edited by James Mitchell. New York: Random House, 1977.
A one-volume encyclopedia arranged in two sections: the "colorpedia", containing 900 articles within seven subject areas (the universe, earth, life on earth, man, history and culture, man and science, man and machine); and the "alphapedia", containing 25,000 brief answers to factual questions. The alphapedia serves as the index to the colorpedia.

*
HA
12.5
U63
**

United Nations. Statistical Office. *Statistical Yearbook.* 1948- . New York: United Nations. Latest issues shelved in the Reference Area with the most recent shelved in the Ready Reference Area.
A summary of international population, social, education, agriculture, mining, manufacturing, finance, and trade statistics. Published annually.

REF
HA
202
**

U.S. Bureau of the Census. *Statistical Abstract of the United States.* 1878- . Washington, D.C.: Government Printing Office. Library has 1878+.
An annual, single-volume compilation of U.S. statistics on all subjects. Tables cover periods of several years.

JK
1011
**

U.S. Congress. *Official Congressional Directory.* 1809- . Washington, D.C.: Government Printing Office. Latest issues shelved in the Reference Area with the most recent shelved in the Ready Reference Area.
Gives brief biographies of members of Congress, terms of service, and committee assignments. Lists committees, their staffs and other Congressional officials. Published annually.

REF
AY
67
N5
W7
**

The World Almanac and Book of Facts. 1868- . New York: Newspaper Enterprise Assoc. Latest issue shelved in the Ready Reference Area.

The most comprehensive of the American almanacs. Contains statistics and information on a wide variety of subjects.

JA
51
S7
**

The Statesman's Yearbook. 1864- . London: MacMillan. Latest issues shelved in the Reference Area with most recent shelved in the Ready Reference Area.

Provides historical and political information, and principal statistics for the nations of the world and international organizations. Countries arranged in three sections: Commonwealth, United States, and others. Includes bibliographies. Published annually.

DICTIONARIES

English Language

REF
PE
1625
**

This is the classification number for all English language dictionaries, abridged and unabridged. Copies of unabridged dictionaries are located on dictionary stands in the Reference area, the Government Publications area, the Periodical room, and on the 2nd and 3rd floors.

REF
PE
1625
M7
1933
**

The Oxford English Dictionary. 13 vols. and 2 supps. Oxford: Clarendon Press, 1933.

The most scholarly dictionary of the English language, it contains the full history of words used in England since 1150.

Special English Language Dictionaries

REF
PE
2835
C72
**

Craigie, William Alexander and Hulbert, James. *Dictionary of American English on Historical Principles.* 4 vols. Chicago: Univ. of Chicago Press, 1938-44.

Shows features by which the English of the American colonies and the U.S. is distinguished from that of England and the rest of the English-speaking world. Covers the period up to end of the 19th century.

REF
PE
2835
E84
**

Evans, Bergen and Evans, Cornelia. *A Dictionary of Contemporary American Usage.* New York: Random House, 1957.

Scholarly but informal. Contains usages for words, phrases, cliches, idioms, etc.

REF
PE
1591
R73
**

Roget's International Thesaurus. 1st- ed.; 1911- . New York: Crowell.

The standard synonym dictionary.

REF
PE
1591
W4
1973
**

Webster's New Dictionary of Synonyms. Springfield, Mass.: Merriam, 1973.

A dictionary of synonyms with antonyms, analogues and contrasted words.

REF
PE
3729
U5
W4
**

Wentworth, Harold and Flexner, Stuart B. *Dictionary of American Slang.* New York: Crowell, 1960.
A very full listing with explanation of usage.

Foreign Languages

There are numerous foreign language dictionaries and foreign language-English dictionaries in the reference collection. The classification numbers for those most frequently requested are:

REF
PC
1640
**

Italian Dictionaries.

REF
PC
2640
**

French Dictionaries.

REF
PC
4640
**

Spanish Dictionaries.

REF
PF
3640
**

German Dictionaries.

REF
PG
2640
**

Russian Dictionaries.

ATLASES & GAZETTEERS

REF
E
179.5
A3
**

Adams, James Truslow. *Atlas of American History.* New York: Scribner, 1943.
Designed as a supplement to the *Dictionary of American History.* Maps arranged chronologically. Index of subjects and places.

REF
G
103
L7
1962
**

The Columbia Lippincott Gazetteer of the World. New York: Columbia University, 1962.
Contains about 130,000 entries of political subdivisions and geographical features, with brief descriptions and information.

REF
G
1019
H2925
1972
**

Hammond Contemporary World Atlas. New census edition. Garden City, New York: Doubleday, 1972.
A shelf-size, quick-reference atlas. Entries include a topographical and an agriculture, industry and resources map in addition to a political map.

***
G
1019
R22
**

Rand McNally and Company. *Commercial Atlas and Marketing Guide.* 1869(?)- . Chicago. Latest issue shelved in the Reference Area.

Primarily an atlas of America but does include a section of maps of foreign countries with its own index. United States maps are indexed individually by state. Includes statistical tables of population, business and manufacturers, agriculture and other commercial features. Airline map of the U.S. and road maps of the U.S., Canada and Mexico issued as supplements.

REF
D
12
S43
1964
**

Shepherd, William. *Historical Atlas.* 9th ed. New York: Barnes & Noble, 1964.

Covers period from 1450 B.C. to 1964. Main emphasis is prior to 1929. A supplement section covers from 1930 to 1964.

REF
G
1019
T4
1955
**

The Times Atlas of the World. Mid-Century edition. 5 vols. Boston: Houghton Mifflin, 1955-59.

Each volume covers a specific section of the world and has its own index-gazetteer. A very complete atlas.

REF
G
103
T5
1966
**

The Times Index-Gazetteer of the World. Boston: Houghton Mifflin, 1966.

This gazetteer contains approximately 345,000 geographical entries. Latitude and longitude are given as well as location references for the *Times Atlas of the World.*

BIOGRAPHICAL DICTIONARIES AND ENCYCLOPEDIAS

REF
Q
141
A47
1976
**

American Men and Women of Science, 13th ed. 7 v. New York: Bowker, 1976.

This is a new edition of *American Men of Science.* Arranged alphabetically, volumes 1-6 contain biographical sketches of approximately 110,000 living American scientists. Volume 7 contains a geographical index and a discipline index.

REF
H
57
A54x
1978
**

American Men and Women of Science: Social and Behavioral Sciences. 13th edition. Edited by Jacques Cattell Press. New York: R.W. Bowker, 1978.

Arranged alphabetically, contains 24,000 listings of scientists, psychologist, economists, business/marketing experts, etc. "Covers the twelve areas of the social and behavioral sciences not included in the major compendium: administration and management, area studies, business, communications and information sciences, community and urban studies, economics, environmental studies, futuristics, international studies, political science, psychology, sociology." Indexed by discipline and geographic area.

REF
PN
452
Z999
A88x
**

Author Biographies Master Index. 1st ed.- ; 1977/78- . Edited by Dennis LaBeau. 2 volumes. Detroit: Gale Research. Library has 1977/78+.

Guide to over 416,000 entries in over 140 biographical dictionaries. Authors, poets, journalists, and other literary figures are indexed in one alphabetical sequence. International in scope but limited to English language tools.

REF
Z
1224
C6
**

Contemporary Authors; a bio-bibliographical guide to current authors and their works. 1962- . Detroit: Gale Research Co.

An annual publication, international in scope, which gives biographical material on current authors in all subject fields. There is a cumulative subject index every two years.

REF
CT
100
C8
**

Current Biography Yearbook. 1940- . New York: Wilson. Library has 1940+.

Contains an average of 300 biographies annually. Entries average one to two pages in length. Coverage is international. Entries are revised periodically. Each issue contains a classified list by occupations. Published monthly and cumulated annually.

REF
E
176
D563
**

Dictionary of American Biography. 10 vols. and supps. Published under the auspices of the American Council of Learned Societies. New York: Scribner, 1927-73.

Scholarly American biographical dictionary designed on the lines of the English *Dictionary of National Biography* with signed articles and bibliographies. The dictionary includes noteworthy persons of all periods who lived in the territory now known as the United States, excluding British officers serving in America after the colonies declared their independence. Does not include living persons.

REF
DA
28
D47
**

Dictionary of National Biography. 22 vols. with supplements. London: Oxford University Press; H. Milford, 1921- .

The most important work for English biography. It includes all noteworthy persons of the British Isles and colonies, excluding living persons.

*
LA
2311
C32
**

Directory of American Scholars; a biographical directory. New York: Bowker, 1942- . Latest edition shelved in the Reference Area.

Divided into four subject volumes: I. History; II. English, Speech & Drama; III. Foreign Languages, Linguistics & Philology; and IV. Philosophy, Religion & Law. This work contains biographies on noted, living American scholars in the above fields.

REF
PS
21
K8
**

Kunitz, Stanley J. and Haycraft, Howard. *American Authors, 1600-1900.* New York: Wilson, 1938.

Contains 1300 biographies of American authors with short bibliographies of works by and about the authors.

REF
PR
105
K9
**

Kunitz, Stanley J. and Haycraft, Howard. *British Authors Before 1800.* New York: Wilson, 1952.

Contains 650 biographies with bibliographies of the authors' principal works and selective bibliographies of works about the authors.

REF
PR
451
K8
1936
**

Kunitz, Stanley J. and Haycraft, Howard. *British Authors of the 19th Century.* New York: Wilson, 1936.

Contains 1000 biographies with bibliographies of principal works by the authors and selected bibliographies of works about the authors.

REF
PN
771
K86
**

Kunitz, Stanley J. and Haycraft, Howard. *Twentieth Century Authors; a biographical dictionary of modern literature.* New York: Wilson, 1942.
Biographical information on American and foreign authors. Criterion for inclusion is the author's popularity in the U.S. It was published in 1942.

REF
CT
103
M27
**

McGraw-Hill Encyclopedia of World Biography. 12 vols. New York: McGraw-Hill, 1973.
5,000 biographies representing prominent and near-prominent persons in all fields past and present. Each biography is followed by an annotated reading list. This work is noteworthy for its coverage of persons from the developing nations.

REF
PN
41
M26
1958A
**

Magill, Frank N. *Cyclopedia of World Authors.* New York: Harper, 1958.
Treats lives and works of over 750 authors represented in *Masterpieces of World Literature in Digest Form.*

REF
DA
28
W6
**

Who's Who. 1849- . London: Black.
An annual biographical dictionary of prominent living persons. Coverage is principally British, but noted individuals of other nationalities are included.

REF
E
663
W56
**

Who's Who in America; a biographical dictionary of notable living men and women. 1899- . Chicago: Marquis.
The standard source for contemporary American biography. Issued bi-annually. There are also sectional supplementary volumes to *Who's Who in America: Who's Who in the East, Who's Who in the Midwest, Who's Who in the South and Southwest,* and *Who's Who in the West.*

HUMANITIES

Art and Music

REF
ML
100
A64
1969
**

Apel, Willi. *Harvard Dictionary of Music.* 2nd ed. Cambridge, Mass.: Belknap Press, 1969.
Emphasis is on music, history, and terms. Contains no biographies. The bibliographies at the end of the articles list books, periodical articles, and references to examples of music.

REF
N
31
E54

Encyclopedia of the Arts. New York: Meredith Press, 1966.
This is a one-volume encyclopedia covering art, music, ballet, cinema, theater, literature, and photography. Because of its wide coverage, it is not complete but is a helpful quick reference tool for identifying people in the arts and works of art. The entries are very brief. Contains many illustrations.

REF
N
31
E533
**

Encyclopedia of World Art. 15 vols. New York: McGraw-Hill, 1959- .
Contributors are specialists from various parts of the world. All articles are signed and have extensive bibliographies.

REF
ML
100
G885
1954
**

Grove, Sir George. *Dictionary of Music and Musicians.* 10 vols. New York: St. Martin's, 1955.
The standard music encyclopedia in English covering the field from 1450. Includes articles on composers, musicians, works, instruments, musical terms, and periods.

REF
N
33
O9
**

Osborne, Harold, ed. *The Oxford Companion to Art.* Oxford: Clarendon Press, 1970.
A one-volume hand-book to the visual arts (excluding dance, theater, cinema, and the "craft" arts), containing articles on artists, works of art, and styles.

REF
ML
100
T47
1975
**

Thompson, Oscar, ed. *The International Cyclopedia of Music and Musicians.* 10th ed. New York: Dodd, Mead, 1975.
This one-volume encyclopedia is strong in biography and includes more contemporary composers and musicians than "Grove's". Most articles are short but some are signed articles of considerable length. There is a pronunciation appendix for names and titles.

Literature

REF
PN
44.5
A2
1971
**

Abrams, Meyer Howard. *A Glossary of Literary Terms.* 3rd edition. New York: Rinehart, 1971.
A very useful handbook for brief explanations of terms, periods, etc.

REF
Z
1231
F4
A34
**

Adelman, Irving. *The Contemporary Novels: A Checklist of Critical Literature on the British and American Novel since 1945.* Metuchen, N.J.: Scarecrow, 1972. Shelved in the Ready Reference Area.
The material indexed is from books and periodicals. Arrangement is alphabetical by novelist. The cut-off date for periodical material is 1968 and 1969 for books.

REF
PN
6081
B27
1968
**

Bartlett, John. *Familiar Quotations; a collection of passages, phrases and proverbs traced to their sources in ancient and modern literature.* 14th ed. Boston: Little, Brown, 1968.
One of the standard quotation books. Quotations are arranged chronologically by author. There is an author and subject index.

REF
PN
41
B4
1965
**

Benet, William Rose. *The Reader's Encyclopedia.* 2nd ed. New York: Crowell, 1965.
A comprehensive one-volume work with brief articles on famous people of all fields and periods; works of art, literature, and music; and literary schools and movements.

REF
Z
1219
C96
*

Book Review Digest. Library has 1905+.
An index to book reviews from more than 75 English and American periodicals. It is published monthly with annual cumulations. Entries are arranged alphabetically by author with a title and subject index. Reviews usually appear in the volume for the year in which the book was published.

REF
Z
1035
A1
B6
*

Book Review Index. Library has 1965+.
An index to book reviews from more than 300 periodicals. Entries are listed under author (or main) entry, and each listing gives a brief citation to the review. Includes title index. Issued bimonthly, cumulates annually.

REF
PR
83
C22
**

Cambridge History of English Literature. 15 vols. New York: G. P. Putnam's, 1907-33.
The most important general history of English literature, from the earliest times to the end of the 19th century.

REF
Z
5781
C485
V.1-3
**

Chicorel, Marietta. *Chicorel Theater Index to Plays in Anthologies, Periodicals, Discs, and Tape.* New York: Chicorel Pub., 1970-1972. Shelved in the Ready Reference Area.
The scope is international, from antiquity to the present. Includes translations as well as citations to works in their original language.

REF
Z
5781
C485
V.8
**

Chicorel, Marietta. *Chicorel Theater Index to Plays in Periodicals.* New York: Chicorel Pub., 1973. Shelved in the Ready Reference Area.
A guide to scripts in 159 periodicals. Listing is alphabetical by title of play. Includes author, translator, and subject indexes.

REF
Z
5781
C485
V.12-
12c
**

Chicorel, Marietta. *Chicorel Index to Short Stories in Anthologies and Collections.* New York: Chicorel Pub., 1974. Shelved in the Ready Reference Area.
International guide to short stories written in English and in translation. Entries are arranged in one alphabet by author, title, and anthology title.

REF
Z
1231
D7
C6
**

Coleman, Arthur & Tyler, Gary. *Drama Criticism V. I: A checklist of interpretation since 1940 of English and American plays.* Denver: Swallow, 1966. *V. II: A checklist of interpretation since 1940 of classical and continental plays.* Denver: Swallow, 1971. Shelved in the Ready Reference Area.
An index to criticisms of dramatic works appearing in periodicals and books.

REF
PN
524
C58
**

Combs, Richard. *Authors: Critical and Biographical References. A guide to 4,700 critical and biographical passages in books.* Metuchen, N.J.: Scarecrow Press, 1971.
This work indexes biographical and critical material in over 400 works.

REF
PN
771
C58x
**

Contemporary Literary Criticism. 1973- . Detroit: Gale Research. Library has 1973+.
Excerpts from published criticism of the work of prominent writers. Arrangement is alphabetical by writer. Excerpts have been taken from books and journals. Each selection is fully identified for those who wish to read the entire article or chapter.

REF Z 5917 S5 C6 **
Cook, Dorothy Elizabeth. *Short Story Index.* 1953- . New York: Wilson.
Indexes short stories in collections. Arranged in three sections: 1) author, title and subject listing, 2) list of collections indexed, 3) directory of publishers and distributors. Section 4 added in 1974: directory of periodicals. Supplements issued annually since 1974.

REF Z 1035 A1 C86 *
Current Book Review Citations. Library has 1976+.
An index to book reviews from more than 1000 periodicals. Cumulates all the book review citations from the ten main periodical indexes published by H.W. Wilson. Entries are arranged alphabetically by author with a title index. Lists names of reviewers. Issued monthly (except August), cumulates annually.

REF Z 1231 F4 G4 **
Gerstenberger, Donna & Hendrick, George. *The American Novel 1789-1959; V. I: A checklist of twentieth-century criticism.* Denver, Swallow, 1961. *V. II: Criticism written 1960-1968.* Chicago: Swallow, 1970. Shelved in the Ready Reference Area.
An index to selected critical material in books and periodicals dealing with American novelists and their works. The two volumes index literary criticism on works written between 1789 and 1968; the critical material was published from the 19th century through 1968. The indexes are divided in three sections: 1) material on individual authors, 2) material on the American novel as a genre, 3) bibliography.

REF PN 1021 G7 1973 **
Granger's Index to Poetry. 6th ed. New York: Columbia Univ., 1973.
An index to poetry anthologies published through 1970. Main entries are by title and first line. There is an author index and a subject index.

REF PS 21 H3 1965 **
Hart, James D. *The Oxford Companion to American Literature.* 4th ed. New York: Oxford Univ., 1965.
A dictionary of authors and literary works, terms, and characters in American literature.

REF DE 5 H3 1966 **
Harvey, Sir Paul. *Oxford Companion to Classical Literature.* Oxford: Clarendon Press, 1966.
A one-volume encyclopedia of concise information on classical writers, works, literary terms, characters, etc., in Greek and Roman literature.

REF PR 19 H3 1967 **
Harvey, Sir Paul. Comp. & ed. *The Oxford Companion to English Literature.* 4th ed. Oxford: Clarendon, 1967.
A dictionary of authors, literary works, terms, and characters in English literature.

REF Z 5916 K4 **
Kearney, E. I. and Fitzgerald, L. S. *The Continental Novel: a checklist of criticism in English.* Metuchen, N.J.,: Scarecrow Press, 1968. Shelved in the Ready Reference Area.
A checklist of 20th century (1900-1966) literary criticism (in English) of the continental novel. Indexes literary journals and books.

REF
PR
503.5
K8
**

Kuntz, Joseph M. *Poetry Explication; a checklist of interpretation since 1925 of British and American poems past and present.* Rev. ed. Denver: Swallow, 1962. Shelved in the Ready Reference Area.
An index of poetry explications printed during the period 1925-1959.

REF
PS
88
L522
1974
**

Literary History of the United States. 4th ed. rev. 2 vols. New York: MacMillan, 1974.
Volume one: a narrative survey of American literary history. Volume two: a subject arrangement of bibliographies and bibliographic centers.

REF
PN
1625
M3
**

McGraw-Hill Encyclopedia of World Drama. 4 vols. New York: McGraw-Hill, 1972.
Includes historical and critical material on drama and dramatists from the Greeks and Romans to the present. Also contains play synopses, bibliographies, drama terminology, and theatre movements.

REF
Z
5781
P53
**

Play Index. 1949- . New York: Wilson. Shelved in the Ready Reference Area.
Indexes plays in collections. Date given in index refers to the year the collection of plays was published, not the original publication date of the play. Each volume is divided into four parts: 1) main list, arranged by author, title, and subject, 2) cast analysis (listing each play under type and number of cast), 3) a list of the collections indexed, 4) directory of publishers. Issued every 5 years.

Short Story Index SEE Cook, Dorothy Elizabeth. *Short Story Index.*

REF
AI
3
S85
1966
**

Sutton, Roberta Briggs. *Speech Index.* 4th ed. New York: Scarecrow, 1966.
An index to 259 collections of world famous speeches. Speeches indexed are entered under author, subject, and type of speech. There are two supplemental volumes which bring the coverage up through 1975.

REF
Z
5917
S5
W33
**

Walker, Warren, comp. *Twentieth Century Short Story Explication. Interpretations, 1900-1966, of short fiction since 1800.* 2nd ed. Hamden, Conn.: Shoe String Press, 1967.
Indexes interpretive studies of short fiction appearing in journals and books. A supplemental section covers from 1967/69.

Philosophy

REF
B
41
E5
1972
**

Encyclopedia of Philosophy. 8 vols. New York: MacMillan & The Free Press, 1972.
Complete coverage of the field. Signed articles are by experts in the field and include bibliographies.

SOCIAL SCIENCES

REF
H
40
A2
I5
**

International Encyclopedia of the Social Sciences. 17 vols. New York: MacMillan, 1968.

A comprehensive and scholarly encyclopedia of the whole field of the social sciences. Topics covered include political science, economics, law, anthropology, sociology, penology, biology, geography, medicine, art, etc.

Education

REF
LA
226
A65
1973
**

American Universities and Colleges. 11th ed. Washington, American Council on Education, 1973. Shelved in Ready Reference Area.

This is a descriptive directory of institutions of higher education in the United States. New editions are published every four years. In addition to information on academic programs, brief descriptions of student life and the academic standings of freshmen are included.

Barron's Profiles of American Colleges SEE Fine, Benjamin. *Barron's Profiles of American Colleges.*

LA
226
C685
**

The College Blue Book. 1923- . New York: CCM Information Corp. Latest issue shelved in the Ready Reference Area.

Besides the usual descriptions of colleges and universities and subjects offered, this multi-volume set also gives information on degrees offered by subject, scholarships, foreign study, and official accrediting associations.

LB
2310
Y5
**

Commonwealth Universities Yearbook. 1914- . London: Association of Commonwealth Universities. Latest issues shelved in the Reference Area.

This descriptive directory of institutions of higher education in the British Commonwealth is issued annually. Information given, which is quite complete, includes faculty rosters.

REF
LB
15
E47
**

The Encyclopedia of Education. 10 vols. New York: MacMillan, 1971.

This multi-volume encyclopedia of education contains over 1000 detailed, signed articles with bibliographies. Volume ten contains, in addition to the index, a directory of the contributors.

REF
LB
15
E48
1969
**

Encyclopedia of Educational Research. 4th ed. New York: MacMillan, 1969.

This work describes and evaluates research work that has been done in the field of education. Articles are arranged by subject.

REF
LB
2338
F46x
**

Financial Aids for Graduate Students. 1971- . Lewis D. Hall, ed. Cincinnati: College Opportunities.

Provides information on financial aids offered by colleges, universities, and other organizations.

REF
LB
2338
H335x
**

Hall, Lewis D., editor. *Financial Aids for Undergraduate Students.* Cincinnati: College Opportunities, 1970.

Undergraduate scholarships offered at U.S. colleges and universities. Includes a subject index.

REF
L
901
F5
**

Fine, Benjamin. *Barron's Profiles of American Colleges.* 1964- . Woodbury, New York: Barron's Educational Series.

A guide to over 1100 American colleges and universities. Gives information on location, faculty, enrollment, courses, etc. Includes information on schools' aims, living arrangements, school life, and religious affiliations.

REF
LB
15
I57
**

International Encyclopedia of Higher Education. Edited by Asa S. Knowles. 10 volumes. 1st edition. San Francisco: Jossey-Bass, 1977.

Provides broad overview of international aspects of higher education. Contains 1300 lengthy essays on key topics relating to higher education: academic fields of study, university reform, student activism, financing of higher education, administration of universities, current issues and trends in education, etc. Volume one contains an alphabetic listing of entries and a multinational glossary. Volume ten contains name and subject indexes.

REF
L
900
I58
**

International Handbook of Universities. 1959- . Paris: International Association of Universities.

A guide to institutions of higher education throughout the world. Amount of information given for each entry varies, but courses and degrees offered, language of instruction, and enrollment is almost always included.

REF
L
901
L5
1975
**

Livesey, Herbert B. and Doughty, Harold. *Guide to American Graduate Schools.* 3rd edition. New York: Viking Press, 1975. Shelved in the Ready Reference Area.

Describes over 600 institutions in the United States that offer graduate and professional programs in all areas of the liberal arts and sciences. Includes programs which do not offer degrees beyond the master's.

REF
L
901
N34
**

National Faculty Directory. 1970- . Detroit: Gale Research. Latest issue shelved in the Ready Reference Area.

A quick reference source which lists 480,000 faculty at approximately 3040 American colleges and universities and 180 Canadian institutions. Brief entry gives faculty's name, departmental affiliation and institutional address.

L
901
P46
**

Peterson's Guides, Inc. *Annual Guide to Graduate Study.* 1972- . Princeton, N.J. Current 2 years only; most recent shelved in the Ready Reference Area.

This eight volume guide is revised annually making it the most up-to-date graduate-study guide for all subject fields. It covers graduate institutions in the United States and Canada. The guide is published in eight volumes or books. Book I has a description of each institution (profile of student body and faculty), Book II a general guide to undergraduate study, and Books III - VIII are guides to subject programs at the graduate level. Each of these books is devoted to broad subject areas and divided into more specific fields within each volume. A separate subject index volume helps one find and identify subject areas.

AS 2 W6 **

World of Learning. 1st- ed. 1947- . 2 volumes. London: G. Allen & Unwin limited. Latest edition shelved in the Reference Area.

Continues the section on institutions of learning formerly published in Europa Year Book. Arranged alphabetically by country, provides information on over 24,000 societies, research institutions, libraries, museums, universities and other institutions of higher learning. Volume one includes information on 400 international educational organizations. Volume Two includes an index of institutions. Currently published annually by Europa Publications, Ltd.

History

REF E 174 D52 1976 **

Dictionary of American History. 8 volumes. New York: Scribner, 1976.

Concise, compact articles on definite aspects of American history. Does not include biographies.

REF JK 1123 A2 S34 **

Schlesinger, Arthur Meier & Bruins, Roger. *Congress Investigates: a Documented History, 1792-1974.* 5 volumes. New York: Chelsea House in association with Bowker, 1975.

"Combines analytical essay with documentary source material to study the political controversies and constitutional questions surrounding selected investigating committees throughout the history of the U.S. Congress". Contains 28 investigations arranged in chronological order. Includes subject and document indexes.

REF E 174 W42x **

Webster's Guide to American History; a chronological, geographical, and biographical survey and compendium. Springfield, Mass.: Merriam, 1971.

A single-volume work divided into three sections. Part I: A narrative chronology of U.S. history from 1492 through 1969. Part II: Maps and tables on various subjects in American history including Presidents and Presidential candidates, Cabinet members, popular songs, popular books, etc. Part III: Biographies.

REF D 21 L27 1972 **

Langer, William Leonard, comp. and ed. *An Encyclopedia of World History.* 4th ed. Boston: Houghton Mifflin, 1972.

A chronological outline of world history arranged by country and geographical region. From Paleolithic period to 1972. Includes maps and genealogical tables.

Psychology

REF BF 31 E522 **

Encyclopedia of Psychology. 3 vols. New York: Herder, 1972.

Contains two types of entries: brief definitions, and articles covering important terms and concepts written by well-known authorities.

Religion

REF
DS
102.8
E496
**

Encyclopaedia Judaica. 16 vols. Jerusalem: Encyclopaedia Judaica. New York: MacMillan, c1971-72.

"*The Encyclopedia Judaica* is the first Jewish encyclopedia on a major scale to be published for many decades. It represents the culmination of years of intensive work by scholars from many parts of the world and provides a comprehensive picture of all aspects of Jewish life and knowledge up to the present day, intended for both the Jewish and non-Jewish reader." (Quoted from Introduction).

REF
BL
31
E42
**

Encyclopedia of Religion and Ethics. 12 vols. James Hastings, ed. New York: Chas. Scribner, 1951.

The most comprehensive encyclopedia in English covering this field. Contains signed articles with bibliographies on religion, religious beliefs and customs, ethical systems, moral practices, and philosophical ideas.

REF
BX
841
N44
1967
**

New Catholic Encyclopedia. 16 volumes. New York: McGraw-Hill, c1967.

Although sponsored by the Roman Catholic Church and prepared under the auspices of the Catholic University of America, the encyclopedia is ecumenical in its outlook and coverage. All religions are covered.

SCIENCE

REF
QA
47
H324
1978
**

CRC Handbook of Mathematical Sciences. 5th edition. Edited by William H. Beyer. West Palm Beach, Fla.: CRC Press, 1978.

Provides commonly used mathematical tables. Indexed.

REF
QD
251
E4
**

Elsevier's Encyclopaedia of Organic Chemistry. Edited by E. Josephy, and F. Radt. 14 volumes and 8 supplements. New York, 1946- .
V.1-11 (Series I&II) never published. Library has V.12 (12 parts), V.13, V.14 and 8 supplements to V.14.

Attempts to provide all known facts on the chemical, physical and physiological properties of organic compounds.

REF
QA
76.15
E5
**

Encyclopedia of Computer Science and Technology. Edited by Jack Belzer, Albert G. Holzman, and Allen Kent. New York: M. Dekker, 1975- .
To date eleven of the planned fifteen volumes have been published. The library has V.1-11.

Compendium of the basic knowledge in the field of computer science. Articles discuss computer technology as well as fields in which the technology has widespread usage. Topics covered include: software, hardware, computer systems, applications and history, and the legal and educational aspects of computer technology. List of abbreviations and symbols and numerical tables included. Indexed

REF
QE
5
F33
**

Fairbridge, Rhodes Whitmore, ed. *Encyclopedia of World Regional Geology*. 2 volumes. Stroudsburg, Pa.: Dowden, Hutchinson & Ross, 1975- .

Provides geologic and geomorphic data by continent, region, country and island group. Gives ancillary economic resource data. Each entry concludes with bibliography. Volume I covers Western Hemisphere (including Antarctica and Australia); Volume II covers Eastern Hemisphere. Subject and author indexes included.

REF
QD
2577
G7
1975

Grasselli, Jeanette G. and Ritchey, William M. *Atlas of Spectral Data and Physical Constants for Organic Compounds*. 2nd edition. 6 volumes. Cleveland: CRC Press, 1975.

Provides numerous access points for the identification of 21,000 organic compounds for which reliable spectral data is available. Volume 1 contains the Name/Synonym Directory and sections on nomenclature, spectral aids, and spectral cross-correlation tables. Volumes 2-4 contain the data for each compound: Wissivesser Line Notation, melting point, molecular weight, boiling point, density, refractive index, specific rotation, sohebility, Infrared Spectra, Raman Spectra, Ultraviolet Spectra, ^{2}HNMR, ^{13}CNMR, and Mass Spectra. References are given to the original source of the spectral information, e.g. journal article, Sadtler, etc. Volumes 5 and 6 are indexes to the data.

REF
QL
3
G7813
**

Grzimek, Bernhard. *Grzimek's Animal Life Encyclopedia*. 13 volumes and 1 supplement. New York: Van Nostrand Reinhold, 1972-76.

Describes appearance, behavior and habitat of mammals. Based on classification of animals into naturally related groups: lower animals, insects, mollusks and echinoderms, fishes, amphibeans, reptiles, birds, and mammals. Heavily illustrated. Includes glossary of animal names in four languages. Supplement volume covers topic of ecology. Indexed.

REF
QP
514.2
H34
1976
**

Handbook of Biochemistry and Molecular Biology. 3rd edition. Edited by Gerald D. Fasman. 8 volumes. Cleveland: CRC Press, c1976-77.

"Provides in-depth compilation of critically evaluated data in selected areas of biochemistry and molecular biology." Divided into four parts: Part A - Proteins, Part B - Nucleic acids, Part C - Lipids, carbohydrates, steroids, and Part D - Physical and chemical data. Includes index.

REF
QD
65
H3
**

Handbook of Chemistry and Physics. 1st- ed.; 1913- . Cleveland: Chemical Rubber Pub. Co. Latest edition is shelved in the Ready Reference Area.

Provides tables, charts and other data on all branches of chemistry and physics and the closely allied sciences. Indexed.

REF
RC
334
I57
**

International Encyclopedia of Psychiatry, Psychology, Psychoanalysis and Neurology. Edited by Benjamin B. Wolman. 12 volumes. New York: Produced for Aesculapius Publishers by Van Nostrand Reinhold, 1977.

"International roster of 1500 contributors and 300 editor/consultants provides authoritative survey articles on topics fundamental to the enormous field described by the title." Bibliographies are given at the end of each signed article. Includes name and subject indexes.

REF
Q
121
M3
1977

McGraw-Hill Encyclopedia of Science and Technology. 4th edition. 15 vols. New York: McGraw-Hill, 1977.

A comprehensive encyclopedia giving authoritative articles on all fields of science and technology. Bibliographies following the articles. Annual supplements.

REF
Q
121
V3
1976

Van Nostrands's Scientific Encyclopedia. 5th ed. Princeton, N.J.: Van Nostrand, 1976.

A single-volume encyclopedia of scientific and technological terms. Articles are usually brief and precise.

REFERENCE MATERIALS WORKSHEET
Library Research, Fifth Session

Name_____ Social Security Number_____

I. Match the type of reference book to the definition.

A. almanac
B. encyclopedia
C. annual
D. directory
E. dictionary
F. catalog
G. atlas
H. handbook
I. bibliography
J. biobibliography
K. thesaurus
L. gazeteer

1. a bound collection of maps, charts or tables. _____
2. a list of writings or other materials, usually based on topic or author. _____
3. a work in which the relationships of words to other words is explored; may cover a language in general or the language of a field or subject. _____
4. a publication, usually annual, containing statistical, tabular and general information on a great number of topics. _____
5. a dictionary which provides geographical information and data about a place. _____
6. a publication which appears once a year. _____
7. a comprehensive work presenting basic information about all knowledge, "usually arranged alphabetically by topic." _____
8. a concise reference book covering a particular subject._____
9. an alphabetical or classified list systematically arranged giving names and addresses. _____
10. a book containing an alphabetical arrangement of words in a language, together with meanings or equivalents. _____

II. Directions: Following is a short list of some important reference books representative of various types. All of these are shelved either in Ready Reference or in the front reference wing. Select from this list the tool you would expect to best answer each of the following questions, find it and record on the line: (1) the title of the reference book, (2) the number of the page on which you found the answer.

World Almanac (Ref AY 67 N5 W7); Congressional Staff Directory (Ref TK 1012 C65); Encyclopedia of Associations (*HS 17 G334); Occupational Outlook Handbook (Ref HF 5381 A1 O36); United States Government Manual (JK421 A3); International Encyclopedia of the Social Sciences (Ref H 40 AZ I5); Statistical Abstract of the United States (Ref HA 202); Oxford English Dictionary (Ref PE 1625 M7); Rand McNally Atlas of World History (Ref D12 R35 1965); Abrams. Glossary of Literary Terms (Ref PN44.5 A2 1971); American Men and Women of Science (*Q141 A47).

A. What is the historical meaning of the word "glove?" _____

_____

B. What is the automotive accident rate in the United States, and what was the original source of the information? _____

_____

C. In what agency is the Peace Corps? _____

_____

D. What is the future for jobs in the field of social work? _____

_____

E. What is the salary for each member of the President's Cabinet? _____

_____

F. What are the major doctrines of Marxism? _____

_____

G. On which congressional committees is Sam Stratton? _____

_____

H. What were the boundaries of the Holy Roman Empire in 1648? _____

_____

I. Find the meaning of "pun" _____

J. Find the name and address of the American Chamber of Commerce for Brazil.

_____

JG:alb
8/15/80

REFERENCE MATERIALS WORKSHEET
Library Research, Fifth Session

Name_____ Social Security Number KEY

I. Match the type of reference book to the definition.

A. almanac
B. encyclopedia
C. annual
D. directory
E. dictionary
F. catalog
G. atlas
H. handbook
I. bibliography
J. biobibliography
K. thesaurus
L. gazeteer

1. a bound collection of maps, charts or tables. G
2. a list of writings or other materials, usually based on topic or author. I
3. a work in which the relationships of words to other words is explored; may cover a language in general or the language of a field or subject. K
4. a publication, usually annual, containing statistical, tabular and general information on a great number of topics. A
5. a dictionary which provides geographical information and data about a place. L
6. a publication which appears once a year. C
7. a comprehensive work presenting basic information about all knowledge, "usually arranged alphabetically by topic." B
8. a concise reference book covering a particular subject. H
9. an alphabetical or classified list systematically arranged giving names and addresses. D
10. a book containing an alphabetical arrangement of words in a language, together with meanings or equivalents. E

II. Directions: Following is a short list of some important reference books representative of various types. All of these are shelved either in Ready Reference or in the front reference wing. Select from this list the tool you would expect to best answer each of the following questions, find it and record on the line: (1) the title of the reference book, (2) the number of the page on which you found the answer.

World Almanac (Ref AY 67 N5 W7); Congressional Staff Directory (Ref TK 1012 C65); Encyclopedia of Associations (*HS 17 G334); Occupational Outlook Handbook (Ref HF 5381 A1 O36); United States Government Manual (JK421 A3); International Encyclopedia of the Social Sciences (Ref H 40 AZ I5); Statistical Abstract of the United States (Ref HA 202); Oxford English Dictionary (Ref PE 1625 M7); Rand McNally Atlas of World History (Ref D12 R35 1965); Abrams. Glossary of Literary Terms (Ref PN44.5 A2 1971); American Men and Women of Science (*Q141 A47).

A. What is the historical meaning of the word "glove?" Oxford English Dictionary, p. 233-234

B. What is the automotive accident rate in the United States, and what was the original source of the information? World Almanac (1980) p. 954

C. In what agency is the Peace Corps? U.S. Government Manual (1979-80) p. 489

D. What is the future for jobs in the field of social work? Occupational Outlook Handbook (1980-81) p. 527

E. What is the salary for each member of the President's Cabinet? World Almanac (1980) p. 309

F. What are the major doctrines of Marxism? International Encyclopedia of the Social Sciences

G. On which congressional committees is Sam Stratton? Congressional Staff Directory (1980) p. 468

H. What were the boundaries of the Holy Roman Empire in 1648? Rand McNally Atlas of World History, p. 74-75

I. Find the meaning of "pun" Abrams. Glossary of Literary Terms, p. 139; p. 139; OED, p. 1594

J. Find the name and address of the American Chamber of Commerce for Brazil. Encyclopedia of Associations (14th ed.), V. 1, p. 1217

JG:alb
8/15/80

SESSION SIX

PERIODICAL INDEXES

UNL 205
SESSION 6: PERIODICAL INDEXES AND ABSTRACTS
Objectives:

1. Students will be able to distinguish between the bibliographic access to periodicals provided by the card catalog (i.e. author, title and subject access to the periodical as a whole) and that provided by periodical indexes and abstracts (i.e. usually author and subject access to articles within a periodical issue).

2. Students will be able to use Ulrich's International Periodical Directory to determine which indexing/abstracting services include a particular periodical title by checking the main listing for that periodical.

3. Students will be able to define the terms "index" and "abstract" in such a way as to distinguish between the two.

4. Having consulted an index under an appropriate subject heading, students will be able to identify the parts of a typical citation, i.e. title of article, author, journal title abbreviation, volume number, pages, date.

5. Students will be able to use an abstracting service by consulting the index section and using the entry number to find full information under the main listing.

6. Given a journal title, students will be able to use the periodical printout to determine whether that title is owned at SUNYA.

7. Given a citation from an indexing or abstracting service, students will be able to use the periodical printout to find the location and call number for the journal needed, and to determine from the holdings statement whether SUNYA owns the needed volume and date.

DM:bg
2/15/80

STATE UNIVERSITY OF NEW YORK AT ALBANY
UNIVERSITY LIBRARIES

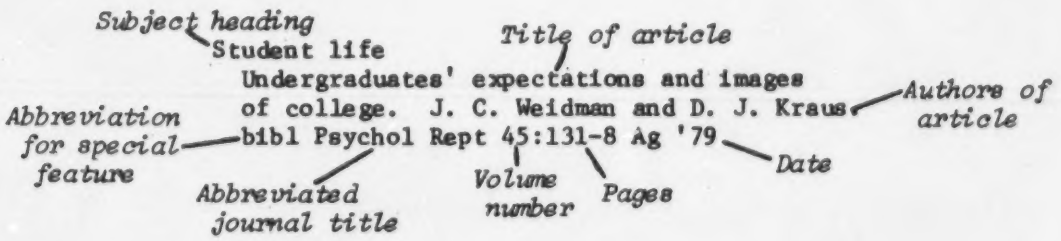
HOW TO LOCATE PERIODICAL ARTICLES

While the card catalog provides access to whole periodicals by author, title and subject, the same way it does for books, it does not provide access to the articles included in those periodicals. To identify articles relevant to a particular topic, you will need to use an index or abstracting service, each of which provides access to articles from a selected list of periodicals in a particular subject or discipline. Indexes and abstracts in the SUNYA Library are housed in the Southwest section of the first floor, arranged in call number order, with some of the more heavily used indexes shelved on tables. To identify an index or abstracting service relevant to your area of interest, consult the guide "Indexes and Abstracts: A Selcected Bibliography in Subject Arrangement," available in the display rack by the Reference Desk. Indexes and abstracts are also listed in the card catalog with plastic overlays indicating their location in the Abstract and Index Area.

HOW TO USE A PERIODICAL INDEX

1. Consult the index under a word or phrase that expresses your topic.

   Most indexes list articles under subject headings similar to those used in the card catalog and also under author names. Cross references and suggested additional subject headings are provided in the index. The following represents a typical listing from a periodical index, in this case, Social Sciences Index:



2. Check the listings of abbreviations, ususally found in the front of the index, to determine the complete journal title and the meaning of abbreviations for special features. In the sample citation above, "bibl" means the article includes a bibliography and the abbreviation "Psychol Rept" stands for the journal title Psychological Reports.

HOW TO USE AN ABSTRACTING SERVICE

While periodical indexes usually involve only one step (consult the index under an appropriate subject heading to find a list of articles related to that subject), using an abstracting service is a two-step, and sometimes a three-step process.

1. Check the Thesaurus.

   If the abstracting service has a controlled vocabulary of subject headings, it may provide a thesaurus or list of the subject headings used with cross references to related headings. You can consult this list to identify an appropriate subject heading

to use in the abstracting service, the same way you would consult the Library of Congress Subject Headings volumes to identify an appropriate subject heading to use in the subject section of the card catalog.

A sample listing from the thesaurus for Psychological Abstracts appears below.

College Students
Used for Coeds
Undergraduates
Broader Students
Narrower Community College Students
Dental Students
Graduate Students
Junior College Students
Law Students
Medical Students
Postgraduate Students
ROTC Students

Undergraduates
Use College Students

You will note that "College Students" is used for "Coeds" and "Undergraduates." If you had looked first in the thesaurus under one of these terms, you would have been referred to the correct subject heading by a "Use" or "See" reference like the one on the right. Broader and narrower terms are suggested as other possible subject headings that you might also check to locate articles relating to college students.

2. Consult the subject index.

Most abstracting services will provide semi-annual or annual cumulated subject indexes in addition to providing a brief subject index in each issue. The cumulated indexes often provide more complete information by adding an index phrase indicating the scope of the article, subject population, or other relevant information in addition to the entry number. It is usually a good idea to begin your subject search with the most recent cumulated index available.

The following sample is taken from the January-June 1980 cumulated subject index to Psychological Abstracts.

SUBJECT INDEX

Subject heading — College Students [See Also Community College Students, Dental Students, Graduate Students, Law Students, Medical Students, Postgraduate Students, ROTC Students]
abstract vs nonabstract college major & college level, authoritarianism & attitudes towards women, male vs female college students, 12929
academic program identification & career planning, counseling for undecided college students, 2095
Index phrase — academic self concept, academic achievement, college students, 8378
achievement motivation & sports exposure, sports involvement, male college students, 7583
Entry number — active learning approach, attitudes toward exceptional children, college students in education course, 1925
Adjective Check List as personality assessment techniqus, college students, 6652

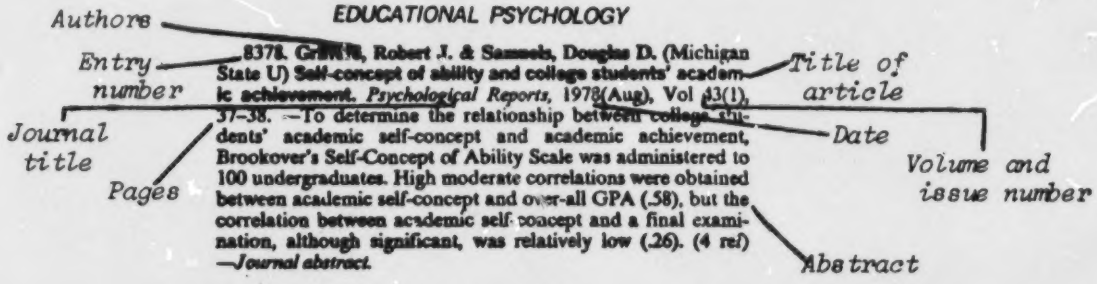
You will note that this particular index provides "see also" references to related subject terms listed in the thesaurus. Not all abstracting services provide these cross references, however, so it is always a good idea to check the thesaurus first if there is one.

Under the subject heading "College Students" are listed a number of references to articles, each described by a brief index phrase and an entry number. For this example, we will choose the third listing for the article on "academic self concept, academic achievement, college students," entry number 8378.

3. Consult the main section of the abstracting service.

The main section of most abstracting services is arranged sequentially by entry number, often grouping citations into broad subject categories. From the index listing, use the entry number (or sometimes the page number) provided to locate the full citation to the article along with the abstract or summary of it.

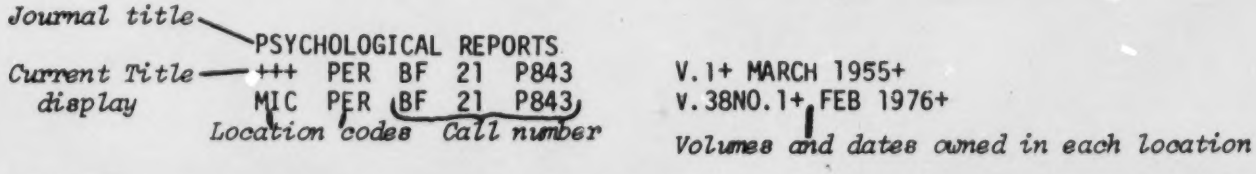
The following sample provides the full citation and abstract for the article, "Self-concept of ability and college students' academic achievement," entry number 8378. It appeared in the section for "Educational Psychology."


EDUCATIONAL PSYCHOLOGY
Authors
Entry number
Title of article
Journal title
Date
Volume and issue number
Pages
Abstract
8378. Griffore, Robert J. & Samuels, Douglas D. (Michigan State U) Self-concept of ability and college students' academic achievement. Psychological Reports, 1978(Aug), Vol 43(1), 37-38. —To determine the relationship between college students' academic self-concept and academic achievement, Brookover's Self-Concept of Ability Scale was administered to 100 undergraduates. High moderate correlations were obtained between academic self-concept and over-all GPA (.58), but the correlation between academic self-concept and a final examination, although significant, was relatively low (.26). (4 ref) —Journal abstract.

The article was written by Robert Griffore and Douglas D. Samuels and appeared in the journal Psychological Reports, volume 43, issue number 1 for August, 1978, on pages 37-38.

HOW TO LOCATE PERIODICALS

To locate the periodicals you need, consult the periodical printout (copies available at the Reference and Government Publications Desks or in the Periodicals Room) alphabetically under the complete journal title to determine its location and call number and what the library's holdings are for that title. Psychological Reports is listed this way:



Each location is listed separately under the journal title with the call number and holdings for that location. Most titles will have one location in the Periodicals Room, indicated by the PER prefix. In general, all issues of periodicals housed in the Periodicals Room will be arranged by call number. A display of current issues of selected titles is arranged by title; periodicals having current issues included in that display are indicated by three plus signs (+++) preceding the call number.

Other locations will have additional three-letter prefixes, like EXT indicating the Hawley Library on the downtown campus or MIC indicating that the periodical is available on microfilm in the Microforms collection. Check the Directory Board in the lobby to identify the locations indicated by three-letter prefixes. Periodicals are shelved by call number within each location.

Check the library's holdings for the location you want to use to make sure the volume and date you need are available in that location. In the sample listing for Psychological Reports shown above, the Periodicals Room has all volumes beginning with V.1 in March, 1955,

up to the current issues (indicated by the plus (+) sign in V.1+ March 1955+). The Microforms area has available only volume 38, number 1, February, 1976 to date. For volumes and dates prior to volume 38, the Periodicals Room is the only location.

For HELP in identifying and using an appropriate periodical index for your topic, or in locating periodicals in the SUNYA Library, consult a reference librarian.

DM/alb
1/20/81

Who is governing Iran? il Time 114:34 D 3 '79
Who runs Iran? S. Drake and E. Sciolino. il Newsweek 94:49 D 3 '79
See also
Iran—Constitution
Political crimes and offenses—Iran

IRANIAN seizure of United States embassy, 1979

Anger at Iran spurs energy savings. S. F. O'Gorman. il Sr Scholast 112:23 D 13 '79
Angry attacks on America. il por Time 114:34-5+ D 3 '79
Ayatollah so. New Repub 181:5-6 N 17 '79
Blackmailing the U.S. il Time 114:14-17+ N 19 '79
Bound for hours, facing the walls: release of 13 U.S. hostages. il Time 114:36 D 3 '79
Carter: I took the right decision on the Shah's visit: excerpt from transcript of press conference, November 28, 1979. J. Carter. por U.S. News 87:24 D 10 '79
Carter's message on Iran; excerpt from transcript of press conference, November 28, 1979. J. Carter. U.S. News 87:100 D 10 '79
Carter's timely but risky crisis. L. Walczak. Bus W p 139 N 26 '79
Cooling it. J. Osborne. New Repub 181:6+ N 26 '79
Crisis in Iran: the anguish of loved ones, the puzzle of a Marine's about-face: case of K. Hermening. S. M. Hall. il por People 12:38-41 D 3 '79
Escalating the Iranian drama. il Bus W p30-1 N 26 '79
Grim Thanksgiving. D. Butler and others. il map Newsweek 94:44-5 D 3 '79
Helpless giant in Iran. D. Butler and others. il map Newsweek 94:61-4+ N 19 '79
Hint of hope at the embassy siege. D. North. il Macleans 92:35-6 N 26 '79
Hostages' ordeal. D. A. Williams and C. J. Harper. Newsweek 94:50+ D 3 '79
Idaho Rep. George Hansen's one-man mission to Iran leaves official Washington fuming. M. Ryan. il pors People 12:50-2 D 10 '79
Ideology of martyrdom. il por Time 114:32 N 26 '79
Impact spread. il U.S. News 87:21-4 D 10 '79
Iran boils again. I. Mather and I. Urquhart. il Macleans 92:23-6 N 19 '79
Iran: is there a way out? S. Strasser and others. il pors Newsweek 94:38-40+ D 10 '79
Iran: musings. Nat R 31:1535-6 D 7 '79
Iran: notes of a confused American. R. J. Margolis. New Leader 62:16-17 D 3 '79
Iran: reprisals and reactions. America 141:333 D 1 '79
Iran: the test of wills. il pors Time 114:20-4+ N 26 '79
Iranian impasse. Nation 229:515-16 N 24 '79
Iranians wear out their U.S. welcome: Candidates speak up on Iran issue. il U.S. News 87:11 N 19 '79
Iran's martyr complex. A. Deming and C. J. Harper. il Newsweek 94:40 N 26 '79
Iran's powder keg. W. H. Gregory. Aviation W 111:9 D 3 '79
Islam and justice. M. H. Shah. Chr Cent 96: 1202-3 D 5 '79
Khomeini: keeping the world at bay. M. McDonald. il pors map Macleans 93:26-7+ D 10 '79
Kissinger flap: controversy over Shah's admittance to U.S. D. Gelman. il pors Newsweek 94:49-50 D 10 '79
Lunacy in Teheran. America 141:292-3 N 17 '79
Mounting war of nerves. S. Strasser and others. il Newsweek 94:46-50 D 3 '79
Mullah's view: no deal sir; excerpts from interview by B. van Voorst. J. Bahonar. por Time 114:31 N 26 '79
New kind of crisismonger: Congressman G. Hansen. H. Sidey. por Time 114:38 D 10 '79
Nightmare in Iran. il map U.S. News 87:23-5 N 19 '79
No more Mr. Nice Guy? Foreign Minister S. Ghotbzadeh. A. Deming and J. Whitmore. por Newsweek 94:42 D 10 '79
Notes and comment. New Yorker 55:37 N 26 '79
Politics of crisis: J. Carter's actions. T. Mathews and others. il por Newsweek 94:53+ D 10 '79
Quarantining the Ayatollah. New Repub 181:7-9 D 8 '79
Regime of fanatics—and a dim future. D. Mullin. U.S. News 87:33 N 26 '79
Response to Iran. America 141:312 N 24 '79
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IRANIANS in the United States

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IRAQ

See Brazil—C

Iraq's new power. 28:40 N '79

IRELAND

Fall of the noble J. J. N. Mc bibl(p628). 670-

IRISH AMERICAN

Irish connection.

IRISH unification

Ireland's Americ New Repub 181 It is clearly a wa interview with il Time 114:57 Pope and Northe Leddihn. Nat R

IRON alloys

See also
Josephinite

IRON industry

William Wood: coinage of 172 29:648-55 biblio

IRRIGATION

Irrigation revolut sequences: cen il Environment

IRVING, John

In defense of se 84:3+ N 25 '79

ISAACS, Stan

TV/radio, Sports 68 N 19 '79

ISLAM

Islam explosion. 18-21 D 3 '79
Politics and Isla view. R. Thom '79
Renaissance of t comment. R. F 16-21 N 16 '79
See also
Mecca

ISLAMABAD, Pak

See also
Pakistani seizure

ISLAMIC law

Ideology of mart '79
Islam and justic 1202-3 D 5 '79

ISOTOPE separati

New way to se Turro, T. H. O 19 '79

ISRAEL

See also
Immigration and Zionism

Timebomb in so Press R 26:35-
U.S. policy on 1979. A. J. Yo
Violence in Le statements. De

Violence in Le statements. De

Politi

Dayan exit. E. 9-10 N 19 '79

(2)

ABBREVIATIONS OF PERIODICALS INDEXED

For full information, consult December 10, 1979 issue

Aging—Aging
Am Artist—American Artist
Am Craft—American Craft
Formerly Craft Horizons
Am Educ—American Education
*Am Heritage—American Heritage
Am Hist Illus—American History Illustrated
Am Schol—American Scholar
*America—America
Americana—Americana
*Américas—Américas
Antiques—Antiques
Antiques J—Antiques Journal
Archit Rec—Architectural Record
Art in Am—Art in America
Art News—Art News
Astronomy—Astronomy
*Atlantic—Atlantic
Atlas—Atlas World Press Review
Continued as World Press Review, N '79
Audubon—Audubon
Aviation W—Aviation Week & Space Technology

*Bet Hom & Gard—Better Homes and Gardens
BioScience—BioScience
Black Enterprise—Black Enterprise
Blair & Ketchums—Blair & Ketchum's Country Journal
Bull Atom Sci—Bulletin of the Atomic Scientists
Bus W—Business Week

Car & Dr—Car and Driver
Center Mag—Center Magazine
Change—Change
*Changing T—Changing Times
Chemistry—Chemistry
Continued as SciQuest, April '79
Child Today—Children Today
Chr Cent—Christian Century
Chr Today—Christianity Today
Commentary—Commentary
Commonweal—Commonweal
Cong Digest—Congressional Digest
Conservationist—Conservationist (Albany)
*Consumer Rep—Consumer Reports
*Consumers Res Mag—Consumers' Research Magazine
Craft Horiz—Craft Horizons
Continued as American Craft, June '79
Creat Crafts—Creative Crafts
Cur Health—Current Health 2
Cur Hist—Current History
Current—Current (Washington, D.C.)
Cycle—Cycle

Dance Mag—Dance Magazine
Dept State Bull—Department of State Bulletin
Design (US)—Design (United States)
Down Beat—Down Beat

Earth Sci—Earth Science
*Ebony—Ebony
Educ Digest—Education Digest
Encore—Encore American & Worldwide News
Environment—Environment
Esquire—Esquire
Essence—Essence

FDA Consumer—FDA Consumer
Fam Handy—Family Handyman
*Fam Health—Family Health incorporating Today's Health
Feature—Feature
*Field & S—Field & Stream
*50 Plus—50 Plus
Film Comment—Film Comment
First World—First World
Flower & Gard—Flower and Garden (Northern edition)
Flying—Flying
Focus—Focus
*For Aff—Foreign Affairs
For Pol—Foreign Policy
*Forbes—Forbes
*Fortune—Fortune
Futurist—Futurist

Glamour—Glamour
*Good H—Good Housekeeping
*Gourmet—Gourmet

Harp Baz—Harper's Bazaar
*Harpers—Harper's
Hi Fi—High Fidelity and Musical America
Hist Today—History Today
Hobbies—Hobbies
Holiday. See Trav/Holiday
*Horizon—Horizon
House & Gard—House & Garden incorporating Living for Young Homemakers
Hum Behav—Human Behavior
Publication discontinued with May 1979 issue
Humanist—Humanist

Int Wildlife—International Wildlife

*Ladies Home J—Ladies' Home Journal
Liv Wildn—Living Wilderness

M Labor R—Monthly Labor Review
McCalls—McCall's
Macleans—Maclean's
Mademoiselle—Mademoiselle
Mankind—Mankind
Mech Illus—Mechanix Illustrated
*Money—Money

Business and Professional Woman (UK ISSN 0045-3595) *1231*, 1685
Business and Public Administration Student Review (US ISSN 0361-7653) *328*, 1393
Business & Public Affairs *see* B & P A *227*
Business and Society (US ISSN 0007-6503) *227*
Business and Society Review (US ISSN 0045-3609) *227*
Business Archives and History *see* Australian Economic History Review *296*
Business Asia (HK ISSN 0572-7545) *298*
Business Automation *see* Infosystems *332*
Business Automation Reference Service. Computer Equipment (US) *328*, 347, 450
Business Automation Reference Service. Computer Software (US) *450*
Business Automation Reference Service. Office Equipment (US) *347*
Business Automation Reference Service. Peripherals Equipment (US) *329*, 348, 450
Business Automation Specification Reports. Computer Edition *see* Business Automation Reference Service. Computer Equipment *329*
Business Automation Specification Reports. Peripherals Edition *see* Business Automation Reference Service. Peripherals Equipment *329*
Business Aviation (US ISSN 0045-3617) *1628*
Business Barometer & Digest *see* Foodservice Today *666*
Business Borrower *see* Going Public *261*
Business Bulletin (US ISSN 0009-8884) *1700*
Business China (HK) *284*
Business Comment (US ISSN 0007-6554) *284*
Business Committee for the Arts, Inc. News *see* B C A News *227*
Business Communications Review (US) *447*
Business Conditions *see* Economic Perspectives *287*
Business Conditions Digest (US ISSN 0007-6597) *284*
Business Contact (UK) *269*
Business Credit and Hire Purchase Journal (UK ISSN 0007-6627) *257*
Business Cycle Developments *see* Business Conditions Digest *284*
Business Day (PH ISSN 0007-4635) *352*
Business Digest (US ISSN 0095-0084) *227*
Business Digest (US ISSN 0007-6651) *227*
Business Direction *see* New Directions *274*
Business Dynamics *see* B & P A *227*
Business Eastern Europe (US) *284*
Business Economics (US ISSN 0007-666X) *227*
Business Education Forum (US ISSN 0007-6678) *227*, 540
Business Education Index (US ISSN 0068-4414) *535*
Business Education Journal (US ISSN 0007-6686) *555*
Business Education World (US ISSN 0007-6694) *555*
Business Efficiency *see* Business South Africa *228*
Business Environment (II) *284*
Business Equipment Buyers Guide *see* Business Equipment Guide *348*
Business Equipment Digest (UK ISSN 0007-6708) *348*
Business Equipment Guide (UK ISSN 0007-6716) *348*
Business Equipment Marketing (US) *348*
Business Equipment Marketing Letter *see* Business Equipment Marketing *348*
Business Europe (US) *298*, 352
Business Executive of South Africa *see* Business Systems & Equipment *329*
Business Facts and Figures (SZ ISSN 0007-6740) *284*
Business Forms Reporter (US ISSN 0007-6767) *1373*
Business Forum (CN) *1700*
Business Graduates Association Address Book (UK ISSN 0308-0455) *329*
Business Herald (II ISSN 0007-6783) *329*
Business History (UK ISSN 0007-6791) *228*
Business History Review (US ISSN 0007-6805) *228*
Business Horizons (US ISSN 0007-6813) *228*
Business Ideas Letter (UK) *367*
Business in Brief (US ISSN 0007-6821) *284*
Business in Nebraska (US ISSN 0007-683X) *284*
Business in Thailand (TH) *284*
Business Industry Technology Service *see* B I T S *342*
Business Information for Dallas (US) *228*
Business Information from Your Public Library (US) 228, *907*
Business Insurance (US ISSN 0007-6864) *837*
Business International (US ISSN 0007-6872) *298*
Business International Iran Service (US) *298*, 352
Business International Money Report (US) *257*
Business Japan (JA ISSN 0300-4341) *352*
Business Journal (CN
Business Latin Ameri
0007-6880) *284*
Business Law Cases f
(AT) *328*, 871
Business Law for Aus
Business Law Case
329
Business Law Report
Business Law Review (US ISSN 0145-9074) *871*
Business Lawyer (US ISSN 0007-6899) 228, *871*
Business Leader (US ISSN 0300-8606) *352*
Business Letter from Europe (UK) *284*
Business Life (CN ISSN 0380-9099) *228*
Business Literature (US ISSN 0007-6902) *243*
Business Location File (UK ISSN 0140-9816) *228*
Business Management *see* Bedryfsleiding *329*
Business Management *see* Industrial Management *332*
Business/Management Book Review (US) *243*
Business Memo from Belgium (US ISSN 0007-6945) *284*
Business Monthly (US ISSN 0095-0092) *329*
Business News, South Wales Edition (UK) *284*
Business News, West of England Edition (UK) *285*
Business News from the U S-Yugoslav Economic Council (US) *299*
Business Office (US) *540*
Business on Wheels (US) *1657*
Business Opportunities Digest (US ISSN 0007-6953) *367*
Business Opportunities Journal (US) *228*
Business Outlook in the Philippines and Asia (PH) *228*
Business Periodicals Index (US ISSN 0007-6961) 6, *243*
Business Products *see* Special Report to Office Products Industry *349*
Business Publication Rates and Data *see* Standard Rate and Data Service. Business Publication Rates and Data *152*
Business Quarterly (CN ISSN 0007-6996) *228*, 329
Business Radio/Action (US ISSN 0093-0245) *438*
Business Review (TH) *285*
Business Review (Philadelphia) *see* Federal Reserve Bank of Philadelphia Business Review *289*
Business Review and Economic News from Israel (IS ISSN 0007-7038) *285*
Business Reviews (US) *228*, 1418
Business Scotland (UK) *285*
Business Screen *see* Back Stage *1612*
Business Service Checklist (US ISSN 0007-7062) *243*
Business South Africa (SA ISSN 0007-7070) *228*
Business Spectator (ET) *269*
Business Systems & Equipment (SA ISSN 0007-6732) *329*
Business Systems & Equipment (UK ISSN 0007-7097) *348*
Business: The Magazine of Managerial Thought and Action (US ISSN 0163-531X) *329*
Business Today (US ISSN 0007-7100) *422*
Business Topics *see* M S U Business Topics *235*
Business Travel *see* Business Travel World *339*
Business Travel Hotline (US) *1662*
Business Travel World (UK) *339*
Business Traveller (UK) *228*
Business Trends in New York State (US ISSN 0007-7127) *285*
Business Venezuela (VE ISSN 0045-3641) *269*
Business Viewpoint (US) *279*
Business Week (US ISSN 0007-7135) *228*
Business Week in Western Australia (AT) *285*
7194) *93*
Buster (UK) *397*
Bustleton News (US) *729*
Bustleton-Somerton News *see* Bustleton News *729*
Busy Bees' News (UK ISSN 0007-7232) 397, *1262*
Busy East *see* Atlantic Advocate *705*
Butane Propane (FR ISSN 0007-7240) *1252*
Butane-Propane News (US ISSN 0007-7259) *1252*
Butane-Propane News, Inc. Weekly B P N Propane Newsletter *see* Weekly B P N Propane Newsletter *1260*
Butcher Workman (US ISSN 0007-7267) 664, *858*
Butler Parker (GW) *710*
Butlleti Informatiu de Circular Farmaceutica (SP) *1266*
Butonia (GW) *411*
Butsuri *see* Physics *1303*
Butsuri Kagaku no Shinpo *see* Review of Physical Chemistry of Japan *389*
Butt *see* Independent *1420*
Butter and Cheese (AT) *1700*
Butter-Fat (CN ISSN 0007-7275) *87*
Butterfield Express (US ISSN 0007-7283) *778*
Butterflies and Moths *see* Lepidopterological Society of Japan. Transactions *183*
Butterfly (FR ISSN 0007-7291) 504, *929*
Butterick Home Catalog *see* Butterick Sewing World *414*
Butterick Sewing World (US) *414*, 1605
Butterworths Consolidated Legislation Service of South Africa. Monthly Bulletin (SA ISSN 0007-7321) *872*
Buttons (UK ISSN 0007-733X) *411*
Buvar (HU ISSN 0007-7356) *158*
Buxom Belle Courier (US ISSN 0007-7364) *1228*
Buyerism Newsletter (US) *1211*
Buyers and Buying (UK ISSN 0140-2528) *339*
Buyers' Guide (IT ISSN 0007-7380) *299*
Buyers Laboratory Test Reports. Series 1: Test Reports on Office Products (US) *348*
Buyers Laboratory Test Reports. Series 2: Test Reports on Plant & Maintenance Products (US) *1596*
Buyers' Market (CN ISSN 0045-3854) *411*
Buyers Purchasing Digest (US ISSN 0007-7402) *339*
Buying for Higher Education *see* N A E B. Bulletin *559*
Buying Management (UK ISSN 0140-5187) *339*
Buying Your Home (UK) *468*, 1427
Buzz (UK ISSN 0045-3692) 397, *1433*
By Valor & Arms (US) 778, *1176*
Byarozka (UR ISSN 0007-7429) *397*
Bye Cadmos (US ISSN 0363-5236) 123, *972*
Byelorussian-American Association Bulletin *see* Byelorussian-American Union. Bulletin *1700*
Byelorussian-American Union. Bulletin (US ISSN 0007-7437) *1700*
Byelorussian Times (US) *634*
Byelorussian Voice *see* Bielaruski Holas *633*
Byelorussian Youth (US) *634*
Bygd (DK ISSN 0007-7445) *739*
Bygd och Natur (SW ISSN 0345-7982) *462*, 622
Bygg *see* Plan og Bygg *612*
Bygge Fagene (DK ISSN 0007-747X) *209*
Bygge Forum (DK) *209*
Bygge Nyt (DK ISSN 0007-7488) *209*
ISSN 0007-
209
SSN 0007-
0007-7518)
0332-6152)
Byggtidningen (SW ISSN 0007-7534) 6, *222*, 599
Byggmaestaren (SW ISSN 0007-7550) *209*
Byggnadsarbetaren (SW ISSN 0007-7569) *223*
Byggnadsindustrin (SW ISSN 0007-7577) *209*
Byggnadsingenjoren- Team (SW ISSN 0007-7585) *209*
Byggnadskonst (SW ISSN 0007-7593) 114, *209*
Byggnadstidningen/Building News (SW ISSN 0007-7607) *210*
Byggnadsvaerlden (SW ISSN 0007-7615) 114, *210*
Byggreferat (SW ISSN 0345-1941) 6, *222*
Bygningsarbeideren (NO) 210, *693*
Byminner (NO ISSN 0007-7631) *779*
Byoin Setsubi *see* Hospital Equipment *809*
Byplan (DK ISSN 0007-7658) *817*
Byte (US ISSN 0360-5280) *450*
Byulleten' Eksperimental'noi Biologii i Meditsiny (UR ISSN 0006-4041) *158*, 1035
Byulleten' Inostrannoi Kommercheskoi Informatsii (UR ISSN 0007-7[illegible]) *299*
Byulleten' Stroitel'noi Tekhniki (UR ISSN 0007-7690) *210*
Byways (UK) *1001*
Byzantine Studies (US) *1233*
Byzantinische Zeitschrift (GW ISSN 0007-7704) 756, *1233*
Byzantinoslavica (CS ISSN 0007-7712) *1234*
Byzantion (BE) 123, *1234*
C A (SP) *608*
C A A Newsletter (College Art Association of America) (US) *123*
C A A Newsletter (Chinese for Affirmative Action) (US) *634*, 1333
C A A S Bulletin *see* Canadian Review of American Studies *778*
C. A. C. E. F. Dossiers *see* Rencontres *838*
C. A. C. E. F. Dossiers *see* C. A. C. E. F. Revue de Presse *832*
C. A. C. E. F. Dossiers *see* Livres et Disques *983*

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228

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CAMBRIDGE JOURNAL OF ECONOMICS. 1977. 4/yr. £12.50($33.50) (Cambridge Political Economy Society) Academic Press Inc. (London) Ltd., 24-28 Oval Rd., London NW1 7DX, England (Dist. in U.S. by: Academic Press Inc., 111 Fifth Ave., New York, NY 10003) Ed. Bd.

650 CN ISSN 0008-3100
CANADIAN BUSINESS. 1930. m. Can.$11($14) C B Media Limited, 1080 Beaver Hall Hill, Montreal, Que. H2Z 1T2, Canada. Ed. Robin Schiele. adv. bk. rev. charts. illus. tr.lit. circ. 52,000. (also avail. in microform from UMI) Indexed: Can.Ind. Can.B.P.I. P.A.I.S. Work Rel.Abstr.

650 CN ISSN 0317-4026
CANADIAN BUSINESS REVIEW. 1974. q. Can.$15. Conference Board in Canada, Suite 1800, 333 River Rd., Ottawa, Ont. K1L 8B9, Canada. Ed. Walter E. Duffett. charts. circ. 8,500. Indexed: Can.B.P.I. Work Rel.Abstr.

330 CN ISSN 0008-4085
CANADIAN JOURNAL OF ECONOMICS/REVUE CANADIENNE D'ECONOMIQUE. (Text in English and French) 1968. q. Can.$20. (Canadian Economics Association) University of Toronto Press, Toronto M5S 1A6, Canada. Ed. Bd. adv. bk. rev. index. circ. 3,500. (also avail. in microform from UMI) Indexed: Can.B.P.I. Can.Ind. P.A.I.S. Soc.Sci.Ind. SSCI. Work Rel.Abstr.
Supersedes: Canadian Journal of Economics and Political Science.

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Warburgstr. 50, 2000 Hamburg 36, W. Germany (B.R.D.) Ed. J. Gross. adv. bk. rev. charts. illus. stat. tr.lit. circ. 245,000.

330 UK ISSN 0309-8168
CAPITAL AND CLASS. 1976. s-a. £4. Conference of Socialist Economists, Birkbeck College, Department of Economics, 7-15 Gresse St., London W1P 1PA, England. adv. bk. rev. circ. 2,000.
Formerly: Conference of Socialist Economists Bulletin.

330 NE
CARNEGIE-ROCHESTER CONFERENCE SERIES ON PUBLIC POLICY. 1976. irreg. included in subscription to the Journal of Monetary Economics. North-Holland Publishing Co., Box 211, 1000 AE Amsterdam, Netherlands. Eds. Karl Brunner, Allan H. Meltzer.

650 US ISSN 0008-6932
CARROLL BUSINESS BULLETIN. 1957. 3/yr. $2. John Carroll University, School of Business, University Heights, Cleveland, OH 44118. Ed. Dr. Alfred Schneider. bk. rev. charts. illus. circ. 6,000. Indexed: P.A.I.S.

330 US
CHALLENGE (WHITE PLAINS); journal of economic affairs. 1952. 6/yr. $20. M. E. Sharpe, Inc., 901 North Broadway, White Plains, NY 10603. Ed. Myron E. Sharpe. adv. bk. rev. circ. 7,000. Indexed: Work Rel.Abstr.

330 US ISSN 0009-4552
CHINESE ECONOMIC STUDIES; a journal of translations. 1967. q. $90 to institutions. M. E. Sharpe, Inc., 901 N. Broadway, White Plains, NY 10603. Ed. Prof. George C. Wang. adv. Indexed: Curr.Cont. SSCI.

330 BL
CIENCIAS ECONOMICAS SOCIAIS. 1965. s-a. (Faculdade Municipal de Ciencias Economicas e Administrativa de Osasco) Editora Revista dos Tribunais, Rua Conde do Pinhal 78, Sao Paulo, Brazil.

330 DK
CIVILOEKONOMEN. 1953. m. (10/yr.) Kr.150. ‡ Foreningen af Danske Civiloekonomer - Organization of Danish Business Economists, Boersen, Indgang B, Slotsholmsgade, DK-1216 Copenhagen K, Denmark. Ed. Bd. adv. bk. rev. charts. illus. stat. index. circ. 9,500.

COLLEGE AND UNIVERSITY NEWSLETTER. see *EDUCATION — Higher Education*

650 US ISSN 0010-152?
COLORADO BUSINESS REVIEW. 1937. m. $5. University of Colorado, Graduate School of Business Administration, Boulder, CO 80309. Ed. Charles R. Goeldner. charts. illus. stat. circ. 2,800.

STANDARD RATE AND DATA SERVICE, INC
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PER HF 1 Q3 V.25+ 1960+

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FEDERAL RESERVE BANK OF DALLAS
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FEDERAL RESERVE BANK OF PHILADELPHIA
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BUSINESS TEACHER
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MSU BUSINESS TOPICS

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PER HC 107 N7 B87X V.1+ 1961+

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+++ PER HF 5001 B89 CURRENT YEAR PLUS NINE
MIC PER HF 5001 B89 NO.1+ SEPT.7,1929+

BUSINESS & SOCIETY
PER HF 5001 B766 V.1+ JULY1968+

BUSY BODY. 1759
MIC PER AP 4 E54X NO.34E

BUTTERFLY; A HUMOROUS AND ARTISTIC MAGAZINE
PER AP 4 B77X V.1-2 MAY,1893-FEB.1894

BUTTERWORTH'S FORTNIGHTLY NOTES
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NEW ZEALAND LAW JOURNAL

BYTE
PER QA 76.5 B9 DEC.1976+

HOW TO USE PSYCHOLOGICAL ABSTRACTS

STEP 1 Start with the THESAURUS OF PSYCHOLOGICAL INDEX TERMS.

First, consider what terms might be best for the topic you wish to research. Look up those terms in the THESAURUS. It will indicate if your terms are "used" or will suggest what terms to use instead. It will also suggest other related terms, as well as broader or narrower terms for your topic, as in the example to the right.

Dream Analysis
- Used for: Dream Interpretation
- Broader: Psychoanalysis; Psychotherapeutic Techniques; Psychotherapy
- Related: Analysis/ Parapsychology

Dream Interpretation
- Use: Dream Analysis

Dream Recall
- Used for: Recall (Dreams)
- Related: Dreaming

Dreaming
- Narrower: Nightmares; REM Dreams

STEP 2 Next you will use the subject indexes to PSYCHOLOGICAL ABSTRACTS.

Using the Subject Index in each issue, or the semi-annual cumulations, look up the terms you identified in the Thesaurus. This example comes from the Jan.-June 1978 Index.

Under each term choose the references that apply to your topic. Note the ABSTRACT NUMBER at the end of the phrase; you will need this to find the full citation and abstract.

ex. inner therapy, creation of more satisfying life by self analysis of dreams 4959

ABSTRACT NUMBER

V.59 Jan.-June 1978 Index

Dream Analysis
dream resembling Isakower phenomenon, 6023
dreams stimulated by unusual changes in analyst-patient relationship, patients in psychoanalytic psychotherapy, 1513
inner therapy, creation of more satisfying life by self analysis of dreams, book, 4959
interpretation of manifest dream content, theoretical discussion, 6026
Jungian framework, dream experience, 9025
Jungian viewpoint, historical & religious background of dreams of Queen Trisala in 6th century BC, implications for dream analysis, 10348
Morris hypothesis of "day precipitate", actualization of manifest content of dreams, analytic applications & clinical cases, 6047
representation of dream structure & symbolism as conceptualized in psychoanalysis, P. Valery's "La Jeune Parque", 9588

STEP 3 Now turn to the monthly issues of PSYCHOLOGICAL ABSTRACTS.

The abstracts are arranged NUMERICALLY within each volume. Since this example is from the Jan.-June 1978 Index the abstract number will refer to the Jan.-June 1978 issues of PSYCHOLOGICAL ABSTRACTS. In looking over the examples below note that there are DIFFERENT TYPES of material indexed.

Abstract #4959 (book) To find out if this library owns the book check the Author-Title section of the card catalog. If you can't locate the book ask the Reference librarians for help.

Abstract #6023 (journal article) The author and title of the article appear first. The name of the journal follows in italics. This article is in the second issue of volume 56 (1975) on pages 207 and 208. Copy down ALL this information and check the Periodical Printout to see if the Library owns this journal and to find its call number. If you need help in locating the journals ask at the Reference Desk or at the Periodical Room Information Desk.

Abstract #6024 (dissertation) This abstract refers you to Dissertation Abstracts International which you will find on Table 10 in this Reference Area. For help in using this source ask the Reference librarians.

V.59 Jan.-June 1978 Abstract

4959. Corriere, Richard & Hart, Joseph. (Center Foundation, Los Angeles, CA) **The dream makers: Discovering your breakthrough dreams.** New York, NY: Funk& Wagnalls, 1977. ix, 213 p. $8.95. —Presents the Dream Maker process, a method of inner therapy which transforms symbolic and confused dreams into functional dynamic dreams, enabling one to create a more satisfying life. The Breakthrough Dream, a breakthrough between the conscious and unconscious mind in which the dreamer has a starring role, is discussed. A step-by-step 21-day program of dream education for the attainment of Breakthrough Dreams is included.

6023. Blaustein, Alvin B. A dream resembling the Isakower phenomenon: A brief clinical contribution. *International Journal of Psycho-Analysis*, 1975, Vol 56(2), 207-208. —A dream is presented within which an object is perceived as on a different level of consciousness—possibly tasted in the mouth. It is suggested that this element is an intermediate step between the dream and the waking Isakower phenomenon. —*L. Laura*

6024. Blount, Frederick A. (U Massachusetts) Gregory Bateson and a language for psychotherapy. *Dissertation Abstracts International*, 1976(Jul), Vol 37(1-B), 450-451.

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INDEXES AND ABSTRACTS: A SELECTED BIBLIOGRAPHY IN SUBJECT ARRANGEMENT

Compiled by
Jacquelyn A. Gavryck
Associate Librarian

The majority of the following indexes and abstracts also appear in the Library's series of subject bibliographies, available in the display rack near the Reference Desk. If you can use a more complete bibliography in a discipline, look in the rack or speak to a reference librarian about the availability of one in your field. Most of the annotations remain as they were written by the compilers of those bibliographies, and I am indebted to them.

All of the materials in this bibliography are located in the area behind and to the West of the Reference Desk unless otherwise indicated.

General

Indexes and abstracts which cover a variety of subjects, or many areas within a broad discipline.

REF
Z
5301
B5

Biography Index. Library has V. 1 (1946)--.
Quarterly index to biographical material, with annual cumulations. Indexes biographical material appearing mainly in periodicals indexed in other Wilson publications, and also analyzes biographies, autobiographies and biographical material in non-biographical works. Arranged by last name of biographee.

REF
Z
1219
C96

Book Review Digest. Library has V. 1 (1905)--.
Indexes reviews of fiction and non-fiction appearing in selected periodicals and newspapers. Includes books published or distributed in the United States. The main section is arranged by author followed by a subject and title index. Excerpts from the review usually precede its citation. Arranged alphabetically by author of the book.

REF
Z
1035
A1
B6

Book Review Index. Library has (1965-1968), (1972)--.
Covers a more comprehensive list of periodicals than does *Book Review Digest.* Indexes reviews of "Scholarly" books as well as those of current fiction and non-fiction. Citations to reviews are arranged alphabetically by author.

REF
AI
3
E752

Essay and General Literature Index. Library has V. 1 (1900/33)--.
Kept current by 7-year cumulations to 1954, 5-year cumulations to 1959 and semiannual and annual cumulations since then. Contains a large amount of analytical material for biography and criticism of individuals and so often serves as a biographical index.

REF
AI
3
H86x

Humanities Index. Library has V. 1 (June 1974)--.
Supersedes in part *Social Sciences and Humanities Index.* Author and subject index to periodical literature in archaeology and classical studies, area studies, folklore, history, language and literature, literary and political criticism, performing arts, philosophy, religion, and related subjects. Book reviews are entered under "Book Reviews."

REF
AI
21
N453

New York Times (Indexes). *The New York Times Index for the Published News.* Library has both microfilm and inkprint copies. Microfilm holdings are Jan. 1863 - Jan. 1905; 1930-1953. Inkprint holdings are Sept. 1851-1889; 1884-1906; 1913--.
One of the most useful of general indexes. Covers every news article published in the *New York Times* under subject headings, a list of which is available in the *New York Times Thesaurus of Descriptors.* Entries provide a cumulative abstract to the articles, following a story through its publication life during that year of the index. Citations include the date, section, page and column on which the article appeared. Maps and other visual aids are frequently provided often making the index material itself sufficient for research needs.

REF
AI
3
P66x

Popular Periodicals Index. Library has V. 1 (January 1973)--.
Indexes journals such as *Rolling Stone* and *The New York Review of Books* which are not found in more traditional sources. Book review references are entered under "Book Reviews". Play review references are entered under "Drama--Reviews" and film review references are entered under "Motion Pictures".

REF
AI
3
R48

Reader's Guide to Periodical Literature. Library has V. 1 (1915)--.
Author and subject index to general and non-technical periodicals. Title entries are included for stories. Reviews of movies and plays are entered under "Moving picture plays - Criticism," and "Dramas - Criticism".

REF
Z
7401
S365

Science Citation Index. Library has (1964)-- (except Permuterm Subject index).
Computer produced index, international in scope, published quarterly with annual cumulation, provides access to related articles in the literature of science, medicine, agriculture and technology. Entries are arranged alphabetically by cited author, chronologically under author with journal title abbreviation in given year, and then alphabetically by first author. Comprised of five sections: Citation index, Patent Citation index, Corporate index, Source index and Permuterm index.

REF
Z
7161
S63x

Social Sciences Citation Index. Library has V. 1- (1973)-. Philadelphia, Institute for Scientific Information.
A computer produced inter-disciplinary index to the literature of the social sciences. Published quarterly with an annual cumulation in three sections: Citation index, Corporate and Source index, and Permuterm subject index. Citations are arranged by cited author and then chronologically by author with the original journal citation. Permuterm index arranged by significant words in the title of the article enables the user to search for the most specific subject. International in scope.

REF
Z
7164
S63x

Social Sciences Index. Library has V. 1 (June 1974)--.
Supersedes in part *Social Sciences and Humanities Index.* Author, subject index to periodical literature in anthropology, area studies, economics, environmental science, geography, law and criminology, medical sciences, political science, psychology, public administration, sociology, and related subjects. Book reviews are entered under "Book Reviews."

REF
AI
21
T46

The Times London. (Indexes). *Index to the Times.* (Earlier editions issued as *Palmer's Index to the Times Newspaper.* 1760-June 1941 and *The Annual Index to the Times.* 1906-1913). Library has (1760)--.
Frequently used source for attitudinal comparison with U. S. newspapers and for news articles of historical interest, since its coverage predates our Revolutionary War.

REF
Z
1223
A18

U. S. Superintendent of Documents. *Monthly Catalog of United States Government Documents.* Library has no. 15 (1915)--.
This is the U. S. government's index to Congressional bills, hearings, laws, research reports, background papers, statistical summaries, etc. published under the auspices of any unit of the federal government. Has a subject, title and agency index. Use of this index may require the services of a librarian until you gain familiarity with its organization.

Accounting (See Business)

Agriculture (See Biology)

Anthropology

REF
GN
1
A15

Abstracts in Anthropology. Library has V. 1 (1970)-.
This quarterly publication contains an author and subject index which does not cumulate. Each issue is divided into such broad classifications as Archaeology, Cultural Anthropology, Linguistics and Physical Anthropology.

Art

REF
Z
5937
A78

Art Index; a cumulative author and subject index to a selective list of fine arts periodicals and museum bulletins. Library has V. 1 Jan. 1929/ Sept. 1932-.
Quarterly with annual and biennial (triennial, 1929/32-1950/53) cumulations. Now indexes American and foreign periodicals in the fields of archaelogy, architecture, art history, arts and crafts, fine arts, graphic arts, industrial design, interior decoration, photography and films, planning and landscaping design and related subjects. For biographies, look under person's name.

Biology

REF
QH
301
B37

Biological Abstracts. Library has V. 1 (1926)--.
Abstracts of periodical articles, books, research in biology, worldwide in scope. An alphabetically arranged keyword index is found in BASIC (Biological Abstracts Subject in Context). Abstracts are arranged according to the Biological Abstracts Subject Guide and indexed by BASIC; CROSS (Computer Rearrangement of Subject Specialities) which lists additional subject headings for abstracts relating to more than one subject; and the Bio-systematic Index which can be used with the CROSS index to narrow the search to a particular topic within a taxonomic category. Issues contain author indexes, lists of new books and periodicals, and book reviews.

REF
Z
5073
A46

Biological and Agricultural Index. (Until 1964 issued as *Agricultural Index).* Library has V. 4 (1925)--.
Alphabetical subject index to English language periodicals in agriculture,biology, agricultural research, animal husbandry, bacteriology, biochemistry, botany, conservation, ecology, food science, forestry, genetics, marine biology, soil science. Book reviews are entered under "Book Reviews".

Business

REF
Z
7164
C81
A5

Accountants Index. Library has 1948 (8th Supplement)--.
Subject index to English language periodicals, books, pamphlets, and documents in the fields of accounting, auditing, data processing, financial reporting, management, investments, and taxation. The author, subject and title entries are in alphabetical order.

REF
Z
7164
C81
B983

Business Periodicals Index. Library has V. 1 (1958)--.
Subject index to periodical literature in accounting, advertising, public relations, automation, banking, communications, economics, finance, insurance, labor, management, marketing, taxation and specific businesses and industries. Book reviews are entered under "Book Reviews - Single Books."

REF
HG
4751
F85x

Funk & Scott International Index. Library has V. 6 (1973)--.
Contains references to articles and news from 250 foreign and U. S. journals, development plans, newspapers, central bank and government journals, and specialized magazines and trade publications. Arranged by industry, subject or product, by region and country, and by company name. The industries and products index is arranged by SIC number. This number is a U. S. government developed hierarchial numbering system which groups related subjects together from the broadest topic (Motor Vehicles and Parts SIC 3710) to the most specific subsection (Automotive Brakes SIC 3714132). The key to the SIC numbers is the "Alphabetical Guide to the SICs" given at the front of the index. The key to the source abbreviations is the complete list of sources with addresses given in the front of the index. Published monthly with quarterly cumulations.

REF
HG
8011
I545

Insurance Periodical Index. Library has 1965/66--.
This annual cumulation of insurance articles is the work of the Insurance Division of the Special Libraries Association. The index covers the 43 best known journals in the insurance field and is published monthly in *Best's Review,* Health Division or Property/Casualty Division. (Per HG 8751 B47x) Each yearly cumulation contains both a subject and an author index.

REF
HG
1
W26

Wall Street Journal Index. 1957-.
Arranged by subject in two sections: Corporate News and General News. Citations give date, page and column.

Chemistry

REF
QD
1
A51

Chemical Abstracts. Library has V. 1 (1907)--.
Worldwide abstracts to literature in Chemistry including biochemistry, organic chemistry, macromolecular chemistry, chemical engineering, physical and analytical chemistry, electrochemical, radiational and thermal engergy. Abstracts are indexed in each issue by keyword subject index, numerical patent index, patent concordance, and author index. Cumulative Formula Index, Index of Ring Systems and the HAIC index (Hetero-Atom in Context) are published separately. Cumulative author and subject indexes are available for 1907-1916; 1917-1926; 1927-1936; 1937-1946; 1947-1956; 1957-1961; 1962-1966; 1967-1971; 1972-1976. Collective Formula Indexes are available for 1920-1946; 1947-1956; 1962-1966; 1967-1971; 1972-1976.

Communication (See Language and Communication)

Counseling (See also the Education, Social Work and Personnel Sections)

REF
LB
2343
C6x

College Student Personnel Abstracts. Library has V. 1 (1965)/.
Published quarterly by Claremont Institute for Administrative Studies, this journal arranges abstracts of articles, reports, papers, and books by number and by general subject. The author and more specific subject index in each issue is cumulated in No. 4 of each volume.

Criminology and Penology (See Law section)

Economics

REF
Z
7164
E2
A57

American Economic Association. *Index of Economic Journals.* Library has V. 1 (1886)--.
Lists articles in English from 89 journals in various languages. Arranged by a detailed classification scheme, with author index in each volume.

REF
Z
7164
E2
E26x

Economic Titles. Library has V. 1 (1974)--.
Semi-monthly index to 2500 of the world's leading economic periodicals, trade journals, and professional journals. Arranged by Universal Decimal classification with subject index in each issue.

REF
HB
1
I65x

Journal of Economic Literature. Library has Pt. 2 (1963)--.
Quarterly abstracting service with lengthy abstracts selected from 35 contributing journals. Arranged by journal, with subject index in each issue and author index appearing annually.

Education

REF
Z
5813
C8

Current Index to Journals in Education (CIJE). Library has V. 1 (1969)/.
Covers over 500 periodicals indexing education articles published in the core literature of the field and in periodicals outside the scope of education-oriented literature. It contains a subject and an author index to the main entry section which is arranged by broad subject groups. Consult the "Descriptor Groups" section to locate the broad subject categories. Entries contain bibliographic information and a brief description of the article.

REF
LB
2805
E48x

Educational Administration Abstracts. Library has V. 1 (1966)/.
A quarterly index which abstracts 92 journals in the field of educational administration and the peripheral sociology, management, business and human relations journals which apply. Abstractors' names are listed and abstracts signed. Abstracts are arranged numerically in broad subject groupings with many cross-references provided. Each issue also contains a cumulative author index and a cumulative journal title index.

REF
Z
5814
C52
E9

Exceptional Child Education Abstracts. Library has V. 1 (1969)/.
Produced by the Clearinghouse on Exceptional Children of ERIC this tool reflects that Clearinghouse's additional role as a Center in the Special Education IMC/RMC Network. Documents and journal articles are abstracted in each quarterly issue with access provided by cumulative author, title or subject indexes.

REF
Z
5813
R4

Resources in Education (ERIC). Library has No. 1 (1966)/.
Abstracts of research and related reports in education. Abstracts are arranged by ED (ERIC Document) number. There are indexes to the abstract by subject, author, institution and accession number. Indexes cumulate semiannually and annually. The ERIC documents themselves are arranged by the ED number and can be found on microfiche or hard-copy in the Government Publications section of the library.

Energy

REF
HD
9502
U5
E525

The Energy Index. Library has 1974--.
This is an annual volume which reviews federal legislation, lists conferences, books, and films, abstracts journal articles and reports, and gives statistical tabulations on various aspects of energy, e.g., air pollution, chemical and biological contamination, weather modification, solid wastes, etc. There are subject and author indexes and a roster of terms grouped according to Standard Industrial Classification. Earlier coverage of the same kind of material 1970+ can be found in *The Environment Index.*

REF
Z
5322
E2
E57

The Environment Index. Library has 1972--.
This publication is very similar to *The Energy Index* in format and coverage. Both are annual publications of the Environment Information Center. *Environment Index* can be used to locate energy information from 1970 to 1973, after which *The Energy Index* should be used.

REF
TL
500
I57

International Aerospace Abstracts. Library has V. 1 (1961)--.
Abstracts and indexes journal articles relating to regional, national and international energy systems; research and development, on fuels and other sources of energy; energy conversion, transport, transmission, distribution, and storage; special emphasis is placed on magnetohydrodynamics, hydrogen and solar energy. Indexes are subject, personal author, corporate author, and contract, report and accession number.

REF
QC
770
U64

U. S. Atomic Energy Commission. *Nuclear Science Abstracts.* Library has V. 1 (1948)--.
This is a biweekly abstract service with a section on energy utilization and economics. The emphasis is on nuclear energy sources. Indexes are personal author, corporate author, report number, and subject.

History

REF
Z
1236
A48

America: History and Life. Library has V. 1 (1964)-.
This four-part publication, with each part published at its own interval, indexes and abstracts books, articles and dissertations on the subject of North American history. Part A-article abstracts and citations, is published Spring, Summer, and Fall and contains its own author and subject indexes. Part B is published Spring and Fall and contains an index to book reviews. Parts C and D are annual publications. Part C contains a bibliography of works abstracted in Part A for the current and previous two years. Part D is a general index of subjects, authors, abstractors and periodicals cited for parts A, B and C. Coverage ranges from Exploration to Politics and Government to Social Life and Culture.

REF
D
299
H5

Historical Abstracts. Library has V. 1 (1955)-.
A two-part quarterly publication covering the history of the world exclusive of North America. Part A covers the period 1450-1914, and Part B covers 1914 to present. Each section has an author and subject index. Arrangement is geographical. Coverage is international with foreign language titles also given in English. Abstracts are in English and signed. An annual index is published for each part as the fourth quarter issue.

Labor

REF
KF
3315
L32x
Law
area

Labor Relations Reporter. Washington: Bureau of National Affairs, 1937-.
A weekly survey of the news and the law of the relations between workers and management. (i.e. labor arbitration settlements, current decisions of boards and courts).

Language, Communication and Rhetoric
(See Also - Psychology and Sociology sections)

REF
Z
7003
L54x

Language and Language Behavior Abstracts. Library has V. 1 (1967)--.
A quarterly index to the literature of linguistics, semantics, psycholinguistics, interpersonal communication, nonverbal communication, and the physiology of speech and hearing. The cumulative index and list of sources scanned appears in the March issue. Each issue is divided by broad categories, as listed in the Table of Contents, with an author index in the back. International in coverage.

REF
P
87
Z999
M38x

Matlon, Ronald J. and Irene R. Matlon. *Index to Journals in Communication Studies through 1974.* Falls Church, Va.: Speech Communication Assoc., 1975.
An index to the entire contents, from first publication, of 13 of the most important journals in the field of speech communication, rhetoric, debate, communication theory, broadcast journalism and speech teaching. The first section contains a list of articles published by journal, by volume. A list of the subject headings used precedes the subject index which refers the user to the number of the appropriate entry in the preceding section. A contributor index appears at the back.

Law

REF
HV
6001
E9

Abstracts on Criminology and Penology. Library has V. 1-. 1961-.
Title varies: V. 1-8 (1961-1968) *Excerpta Criminologica.*
"An international abstracting service covering the etiology of crime and juvenile delinquency, the control and treatment of offenders, criminal procedure, and the administration of justice." Published bi-monthly with author and subject indexes. Yearly cumulated indexes, and a list of journals received that year for indexing, are published in the Nov.-Dec. issue.

REF
K
I6448x

Index to Foreign Legal Periodicals. Library has V. 1 (1960)--.
The journals indexed are published in the languages of all countries of the world which have definite systems of law.

REF
KF
8
I54x

Index to Legal Periodicals. Library has V. 1 (1926)--.
Indexes British and American law journals.

Literature

REF
PE
25
A16

Abstracts of English Studies. Library has V. 1 (1958)--.
A monthly index to approximately 1,500 journals and monographs covering both American and English literature, world literature in English, and works about the English language. The monthly and annual indexes are keyed to item numbers and combines the author and subject indexes into one alphabet. International in scope.

REF
Z
7006
M64

Modern Language Association. Bibliography (PMLA Bibliography). Library has V. 1 (1921)--.
Bibliography of materials from periodicals and analyzed collections in the fields of language and literature. Arranged by subject. Since 1964, there has been an index of authors of articles and since 1969, a multivolume format (4 V. in 1) covering: I. General, English, American, Medieval, Neo-Latin and Celtic; II. European, Asian, African and Latin American; III. Linguistics; IV. Pedagogy.

Medicine and Nursing

REF
Z
6675
N7
C8

Cumulative Index to Nursing and Allied Health Literature. Library has V. 1-11 (1956-1966), V. 13 (1968)--.
A bi-monthly index to English language journals and serials in nursing and related health fields. The list in the front of each issue indicates which are only selectively indexed. The annual cumulation (since 1971) includes a list of the subject headings used and a cumulated subject and author index.

REF
Z
6660
I4

Index Medicus (Series I V. 1 (1879) to Series III V. 6 (1926-1927) and War Supplement (1914-1917) as *Index Medicus*, which records the literature on military medicine and surgery; followed by *Quarterly Cumulative Index Medicus (1927-1956)*, which unites (1927) *Index Medicus* and the *Quarterly Cumulative Index to Current Medical Literature*, its predecessor (1916-1926); since 1960, New Series, *Cumulated Index Medicus)*. Library has Series I (1879)--.
Current volumes have subject and author indexes to current articles in the world's biomedical journals. Subject headings are determined by the list of Medical Subject Headings (MESH).

REF
Z
6675
N7
I5

International Nursing Index. Library has V. 1 (1966)--.
Published quarterly with annual cumulations by MEDLARS and GRACE (Graphic Arts Composing Equipment), this index covers 200 worldwide nursing journals as well as all nursing articles in more than 2200 nonnursing journals currently indexed in *Index Medicus*. Includes lists of nursing periodicals and serials indexed, current nursing publications of organizations and agencies, and nursing books published. A nursing thesaurus is included in each volume.

Music

REF
ML
118
M84

Music Index. Library has V. 1, 1949-.
Indexes, by author and subject, approximately 180 international periodicals representing various aspects of the music field, ranging from musicology to the retailing of music. All first performances and obituaries are also indexed. Look under the name of person for biographies. Published monthly with annual cumulation.

Personnel

REF
Z
7164
C81
U45683

U. S. Civil Service Commission Library. *Personnel Literature.* Library has V. 1 (1963)--.
Abstracts books, pamphlets, journal articles, unpublished dissertations and microforms received by the Civil Service Commission Library. Author and subject indexes are published annually. Covers all areas of personnel management. Each issue is arranged by broad topics indicated in the Table of Contents. The Civil Service Commission Library will loan this material. They include their own classification number for that purpose.

Philosophy and Religion

REF
AI
3
C32

Catholic Periodical and Literature Index. Library has V. 1 (1930/1933)--.
A bi-monthly index to 146 periodicals covering topics in philosophy and religion of interest to all Christians with an emphasis on the Catholic religion. Included is an annotated bibliography by author-title-subject to adult books by Catholics or of interest to Catholics by non-Catholics. The index is published bi-monthly and cumulated in the two-year bound volume. Coverage is international with citations in the original language. Changes in periodical coverage are reported at the end of each issue.

Physics (See Also Technology)

REF
QC
1
P48x

Physics Abstracts. Library has V. 6 (1903)--.
Title varies. An international semimonthly index to the literature of the whole field of physics derived from all materials sources:i.e, periodicals, books, dissertations, patents and conference reports in all languages. Currently there are approximately 85,000 citations each year. A list of the journals scanned is published with the author index twice yearly, and additions to the list can be found at the end of the first issue each month.

Political Science (See Also Public Administration)

REF
Z
7161
A214

ABC Pol Sci (Advance Bibliography of Contents: Political Science and Government). Library has V. 1 (1969)-.

This current awareness service lists tables of contents for current issues of approximately 300 journals as frequently as they are published. The eight content issues per year are arranged alphabetically by the title of the periodical with a subject index and an index to Law articles and Court decisions and case notes in the back of each issue. Issue no. 9 is a cumulated index for the year and is published in December. Each issue contains an order blank for ordering copies of articles cited.

Psychology

REF
HQ
750
A1
C47

Child Development Abstracts and Bibliography. Library has V. 1-. 1927-.

Title varies slightly. Published by the Society for Research in Child Development three times per year with two issues in each number. Author and subject index in each number are cumulated in the final issue of the volume. Indexes books and reports as well as journal articles from all disciplines which would cover the physical, mental and social development of the child. Also includes selected book reviews and a list of current books received.

REF
RC
570
M4

Mental Retardation Abstracts. Library has V. 1-9 (1964-1972).

Annotated abstracts on mental retardation and related handicaps. Categories range from broad to very specific. Author and subject indexes.

REF
BF
1
P65

Psychological Abstracts. Library has V. 1- (1927)-.

Monthly abstracts provide summaries of the world's scientific literature in psychology and related disciplines. Material is divided into 17 major categories. Each issue contains author and brief subject indexes which are cumulated twice a year. Abstracts published since 1967 are now available on machine readable tape and provide basis for automated search and retrieval services available through the Information Retrieval Section of the library. Succeeds *Psychological Index*.

REF
BF
1
P652

Psychological Abstracts Cumulated Subject Index to Psychological Abstracts. Library has 1927/60-1974. Washington, D. C., American Psychological Association.

Title varies. Volumes for 1961/65-1966/68 are called supplements to the 1927/60 cumulation. Subjects are alphabetical by broad topics. Each citation is listed alphabetically by title arranged by keyword or phrase. Biographical material is under "Biographies", book reviews are under "Books".

Public Administration

REF
Z
7163
P9

Public Affairs Information Service. *Bulletin.* Library has V. 1 (1915)-.
Selective subject index relating to economic and social conditions, public administration, and international relations published in English throughout the world in approximately 800 periodicals. This weekly publication cumulates quarterly and annually. The greatest strength of PAIS is that it indexes all types of publications: books, periodicals, governmental reports, non-print sources such as film and audio cassettes, as well as theses, unpublished manuscripts and private corporation reports.

REF
Z
7164
E2
P8

___ *Foreign Language Index.* Library has V. 1 (1968-1971)-.
The Foreign Language Index to PAIS covers some 500 international political science and economic sources. It indexes material in French, German, Italian, Portuguese and Spanish. Published quarterly, each issue is cumulative until the annual volume which replaces the quarterly issues. Arrangement is the same as PAIS.

REF
HT
123
U7

Urban Affairs Abstracts. Library has V. 2 (1972)-.
This weekly publication of the National League of Cities and the United States Conferences of Mayors indexes and abstracts selected articles from approximately 800 government and private sources. A list of publications cited and their addresses are listed in the front of each issue. Organization is by subject with an author and a geographic area index in the back.

Social Work

REF
HV
1
H87x

Abstracts for Social Workers. Library has V. 1-. Spring 1965-.
A quarterly publication of the National Association of Social Workers arranged in broad subject categories with a more specific subject index and an author index in each issue. Cumulated author and subject indexes are published in the last issue each year with references to the numbers of the abstracts on that topic. Abstracts are signed.

Sociology

REF
Z
7161
I594

International Bibliography of Sociology. Library has V. 6 (1956)-.
An annual publication of the International Committee for Social Science Information and Documentation with financial support from UNESCO. The year of coverage is at least two years prior to the publication date. With V. 21 the Committee adopted an expanded and standardized indexing and classification scheme based on Jean Viet's *Thesaurus for Information Processing in Sociology* compiled at the request of UNESCO'S Department of Social Services. Each volume is arranged by general topic and contains a subject and author index. The "List of Journals Consulted" includes the place of publication. Titles are in the original language with English translations for all languages except French.

REF
HM
1
S67

Sociological Abstracts. Library has V. 1 (1953)-.
This index is published 5 times a year and abstracts articles and papers in sociology, arranged by broad subject heading. Some of the subject categories are: sociology-history and theory, group interactions, mass phenomena, urban structures and ecology, social control, the family, community development. Each issue is indexed by author, specific subject and periodical. These indexes cumulate annually.

Technology

REF
Z
7913
I7

Applied Science and Technology Index. (Until 1957 issued as *Industrial Arts Index*). Library has V. 1 (1913)--.
Alphabetically arranged subject index to periodicals in the fields of aeronautics, automation, chemistry, metallurgy, physics, telecommunications, transportation, etc.

Women

REF
HQ
1101
W64x

Women Studies Abstracts. Library has V. 1 (1972)-.
This quarterly publication contains signed abstracts from such fields as psychology, sociology, education, political science, and communications. Each issue also contains a broad subject listing of additional periodicals, book reviews, a section of listings of other book reviews and specific subject index. A yearly cumulative index is published separately.

JAG:cd

1.27.78

Index

Subject	Page
Accounting	4
Agriculture	4
Anthropology	3
Art	3
Biography	1
Biology	4
Book Reviews	1
Business	4
Chemistry	5
Communication	8
Counseling	5
Criminology and Criminal Justice	8
Economics	5
Education	6
Energy	7
Government Publications	3
History	7
Humanities	2
Labor	8
Language, Communication and Rhetoric	8
Law	8
Literature	9
Medicine and Nursing	9
Music	10
Personnel	10

Philosophy 10
Physics 10
Political Science 11
Psychology 11
Public Administration 12
Sciences 2
Social Sciences 2-3
Social Work 12
Sociology 12
Technology 13
Women 13

UNL 205: LIBRARY RESEARCH
Session 6: Periodical Indexes and Abstracts Worksheet

Name _____ Social Security Number _____

Use the topic for your annotated bibliography, or choose one of the topics listed on the attached sheet. Choose one appropriate index and one appropriate abstracting service from the lists below and locate two periodical articles on the topic you have chosen.

TOPIC: _____

A. INDEXES: General: Humanities Index (Table 2)
Social Sciences Index (Table 5)
Specific Subject Areas
Applied Science and Technology Index (REF Z7913 I7, Stack 11)
Art Index (Table 11)
Biological and Agricultural Index (REF Z5073 A46 Stack 10)
Business Periodicals Index (Table 12)
Education Index (Table 11)

1. Which index did you use? Specify volume or issue used, and page on which article was located. _____

_____

_____

2. Under which subject heading and subhead (if any) did you find the article? _____

_____

_____

3. Give the citation for the article as it appears in the index or abstract.

Title _____

Author _____

Journal title abbreviation _____

Volume _____ Issue if given _____

Pages _____ Date _____

4. What is the full title of the journal? _____

_____

5. Is the article illustrated? _____ Does the article contain a bibliography? _____ How do you know?_____

_____

To find the article in the SUNYA Library, you will need to use the Periodical Printout, located at the Reference and Government Publications Desks, and on tables in the Periodicals Room.

6. Consult the Periodical Printout under the full journal title.

   a. What is the complete call number for the journal? _____

   _____

   b. What volumes and dates are available in that location?

   _____

   c. Are there additional call numbers listed for that journal title? If so, list additional call numbers and holdings below.

      Call number _____

      Holdings _____
      (volumes and dates available)

   d. Does the library have the issue you need?_____

   e. In what location(s) can you find it? _____

   _____

   _____

B. ABSTRACTING SERVICES:

America: History and Life (REF Z1236 A48, Stack 9)
Biological Abstracts (REF QH 301 B37, Stacks 5 & 6)
Chemical Abstracts (REF QD1 A51, Stacks 3, 4, 5)
Child Development Abstracts and Bibliography (REF HQ 750 A1 C47, Stack 1)
College Student Personnel Abstracts (REF LB 2343 C6x, Stack 1)
Current Index to Journals in Education (Table 11)
Historical Abstracts (REF D299 H5, Stack 2)
Index Medicus (REF Z6660 I42, Stack 11)
Language and Language Behavior Abstracts (REF Z7003 L54x, Stack 12)
Personnel Literature (REF Z7164 C81 U45683, Stack 12)
Psychological Abstracts (Table 7)
Sociological Abstracts (Table 8)
Women Studies Abstracts (REF HQ1101 W64x, Stack 1)

1. Which abstracting service did you use? Specify volume or issue used and page on which article was located. _____

_____

_____

2. Start with the subject index (usually found at the end of each volume, sometimes bound separately), and choose a subject heading relevant to your topic. What subject heading and subheading (if any) did you use?

_____

_____

3. Note the abstract number for one article listed under that subject heading. _____

4. Check the abstract section under the number found in the index.

   Give the citation for the article <u>as it appears</u> in the abstract.

   Title _____

   Author _____

   Journal title abbreviation _____

   Volume _____ Issue if given _____

   Pages _____ Date _____

5. What is the full title of the journal?_____

_____

6. Consult the periodical printout.

   a. What is the call number of the journal?_____

   b. Does the library have the issue you need? _____

      How do you know? _____

   c. Is there more than one set of the journal available? _____

      Where are they located? _____

Periodical Indexes and Abstracts Worksheet
Library Research, Sixth Session

SUGGESTED TOPICS:

Computer Applications to Industry
Bluegrass Music
Abortion
Insecticides
Nuclear Power Plants
Rail industry
Venus Probe
Gerontology
Remedial Reading
Women's Rights
Campaign Funding
Busing
Leonard Bernstein
School Architecture
Folklore
Recreation Vehicles

DM:bg
3/11/80

SESSION SEVEN

NEWSPAPER INDEXES AND MICROFILM

UNL 205

Session 7: Newspaper Indexes and Microfilm

1. Students will be able to locate a given date of a particular newspaper title on microfilm in the SUNYA Library.

2. Students will be able to use a microfilm reader to read the microfilm for a particular newspaper article.

3. Students will be able to find citations to newspaper articles on a particular subject by looking under an appropriate subject heading in the New York Times Index and the Times (London) Index.

4. Students will be able to correctly interpret a citation from the New York Times Index and identify the date, page and column number for the article in the New York Times.

5. Students will be able to identify several newspapers for which there are indexes in the SUNYA Libraries: e.g. Chicago Tribune, Washington Post, Los Angeles Times, New Orleans Times Picayure, Christian Science Monitor, Wall Street Journal.

6. Given the lists of newspapers to which SUNYA Libraries subscribe, students will be able to identify:

    a.) which newspapers are owned on microfilm and for what dates;

    b.) which newspapers must be requested at the Periodicals Information Desk and which are on the current display shelves;

    c.) given a geographic area (state, city, foreign country), students will be able to identify newspapers available in the SUNYA Libraries from that area.

7. Students will be able to identify which of the following indexes supplies the most information: Times (London) Index, New York Times Index, Newspaper Index.

8. Students will be able to name at least one type of information need for which a newspaper index would be appropriate, e.g. contemporary coverage of an event.

3/24/80

The Index is the only service that presents a condensed, classified history of the world as it is recorded day-by-day in The New York Times. It consists of abstracts of news and editorial matter (*entries*) entered under appropriate headings. Headings and their subdivisions, if any, are arranged alphabetically; the entries under them are arranged chronologically. Each entry is followed by a precise reference–date, page and column–to the item which it summarizes. All related headings are covered either by cross-references or by duplicate entries.

SOURCE: The Index encompasses the news and editorial matter in the final Late City Edition of The Times–the same edition that is microfilmed –including the Sunday supplementary sections and including advertisements that are related to the news and likely to be of interest to users. Material is omitted only when it is of such transitory interest as to have no discernible research value.

HEADINGS: Whenever possible, entries are made under "subject" headings (e.g., Agriculture, Housing, Steel). Under geographic headings will be found, usually, only material on the government, general defenses, finances, economy, politics and social conditions of the country: i.e., material too broad to fit under subject headings. Names of persons and organizations are usually covered by cross-references to the subjects of their activities. Entries are made under the most specific heading (e.g., material on the steel industry under Steel, and not under Metals), except where the amount of material is too small or where it is advantageous to collect related material under a single heading. Book reviews, deaths, news of art, crime, entertainment and sports, letters to the editor and some other types of news are generally indexed under subject headings only.

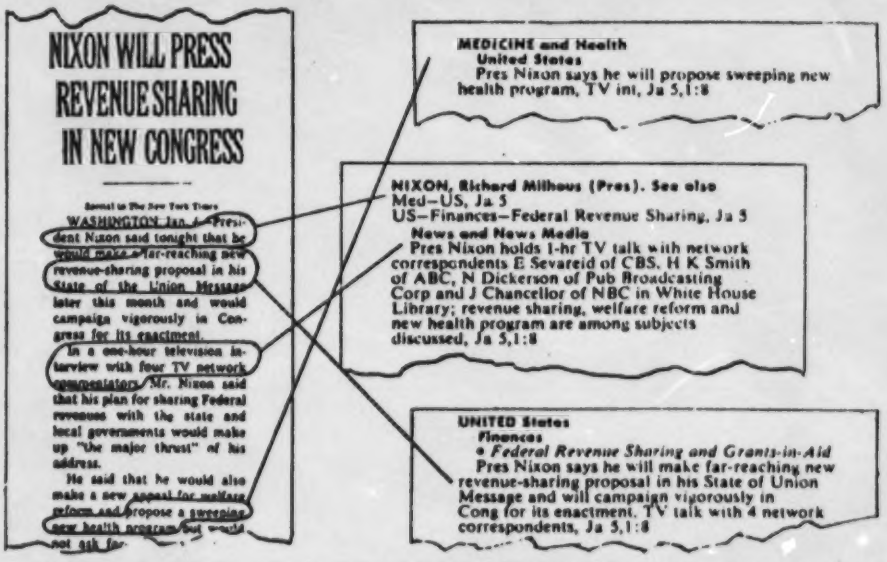
Alphabetization: Headings are alphabetized on the word-by-word basis (New York before Newark). Inverted headings precede uninverted headings (New York, State Univ. of, before New York State). Headings beginning with a prefix are treated as though the prefix were a part of the next word (Pan American after Panama). Abbreviated headings appear alphabetically (CIT before Citizens), not at the start of each letter.

Inversions: Multiple-word headings are inverted if a word other than the first is deemed to be the "key word" in identifying the heading (e.g.,United Steelworkers of America to Steelworkers of America, United). Personal names containing a prefix are entered under the prefix if the person is an American or British national (e.g., de Mille, Agnes), and usually under the word following the prefix for other nationalities (e.g., Gaulle, Charles de). An effort is made to observe national or personal preferences whenever they can be ascertained.

SUBDIVISIONS: Headings are subdivided whenever the amount of material entered there warrants it and the nature of the material permits. Subdivisions consist of **Main Subheads** (set thus in bold-face type) and, where further subdivision is necessary, of *Secondary Subheads* (set thus in italics and preceded by a bullet symbol •). Both types of subheads are arranged alphabetically. Material that does not lend itself to classification under subheads appears directly under the main heading. Material that does not lend itself to classification under secondary subheads appears directly under the main subhead.

ENTRIES: Entries are by no means limited to a minimal indication of the general content of the item from which they derive; to the contrary, they seek to present concisely all the significant material which is pertinent under a given heading. Entries are made under all headings where the item may be pertinent and which are not covered by appropriate cross-references, and sometimes in addition to such cross-references.

Entries appear in chronological order except in listings under Book Reviews, Deaths, Theater–Reviews, and the like, where an alphabetical arrangement is clearly preferable.


NIXON WILL PRESS REVENUE SHARING IN NEW CONGRESS
Special to The New York Times
WASHINGTON Jan 4 President Nixon said tonight that he would make a far-reaching new revenue-sharing proposal in his State of the Union Message later this month and would campaign vigorously in Congress for its enactment.
In a one-hour television interview with four TV network commentators, Mr. Nixon said that his plan for sharing Federal revenues with the state and local governments would make up "the major thrust" of his address.
He said that he would also make a new appeal for welfare reform and propose a sweeping new health program but would not ask for
MEDICINE and Health
United States
Pres Nixon says he will propose sweeping new health program, TV int, Ja 5,1:8
NIXON, Richard Milhous (Pres). See also
Med–US, Ja 5
US–Finances–Federal Revenue Sharing, Ja 5
News and News Media
Pres Nixon holds 1-hr TV talk with network correspondents E Sevareid of CBS, H K Smith of ABC, N Dickerson of Pub Broadcasting Corp and J Chancellor of NBC in White House Library; revenue sharing, welfare reform and new health program are among subjects discussed, Ja 5,1:8
UNITED States
Finances
• Federal Revenue Sharing and Grants-in-Aid
Pres Nixon says he will make far-reaching new revenue-sharing proposal in his State of Union Message and will campaign vigorously in Cong for its enactment. TV talk with 4 network correspondents, Ja 5,1:8

(L) (M) (S): All abstracts of news stories include these story length indicators. Abstracts of editorials, editorial page columns and reviews do not include the indicator.

(L) indicates a long story of over 2 columns; (M) a medium sized item of up to two columns; (S) a short item of half a column or less.

DATE, PAGE, COLUMN REFERENCES: Each entry concludes with the date, page and column of the story's publication in The Times (e.g., My 1, 1:8 means that the story was published on May 1, page 1, column 8). Sunday sections other than the main news sections are identified by Roman numerals following the date (e.g., in My 6, IV, 3:4 the numeral IV denotes the News of the Week in Review section).

If an entry summarizes a news story which begins on one page and continues on another, the reference is to the page on which the story begins. If an entry summarizes material found only in the continuation, the reference is to the page of the continuation, and not to the beginning of the story.

Since most international, national and general news now appears everywhere almost simultaneously, the date references indicate when the news may have appeared in other publications. However, The Index cannot be used to obtain *precise* references to other publications or to editions of The Times other than the final Late City Edition. The reader is also cautioned that the date references in The Index denote the dates of publication in The Times, and not the dates of the events themselves.

CROSS-REFERENCES: Cross-references are arranged in alphabetical order, except that cross-references to general categories of headings (e.g., Food. See ...food names) usually follow the more specific ones. Cross-references guiding to a single entry under another heading will show not only the heading or subhead where that entry is located but also the date of the entry if necessary.

Cross-references do not indicate the specific content of the entries to which they refer, and should not be so construed. Thus a cross-reference from a person's name to a crime heading cannot and does not indicate whether that person is a defendant, a witness, a prosecutor, or a person merely commenting on the subject but not a party to it.

Many terms are cross-referenced to headings where these terms are used as subheads. Sometimes the cross-reference does not spell out the subhead, when it is obvious, but leaves it implied. (For example: **ACCIDENTS and Safety. See also** Airlines. Under the heading Airlines, a subhead Accidents and Safety will be found.)

Sometimes cross-references are made from names of persons or organizations to entries in which these names are not brought out but implied. Thus the entry "school and board representatives comment on budget" would be applicable to any person from whose name a reference to this entry had been made.

Cross references are made from country names to United Nations and to other international organizations of which the given country is a member. Such cross-references are intended to cover, at times implicitly, the country's participation in all of the organization's activities, whether these are indexed by entries under the organization directly, or by cross-references from the organization's name to subjects.

In converting the Index to the dual role of printed index and data base for an information bank, many changes in subdivisions and cross-references have been made. To conform to thesaurus procedures, "use" references guide the reader from a synonym or an inverted term to the preferred form. A "see" cross-reference is used when the term from which it runs, although a legitimate search term, is not open for entries. "See also" cross-references guide from headings that may be opened for entries to other headings where relevant material is entered.

ADDENDA AND ERRATA: Corrections for current and earlier volumes appear in the back of each Annual. Corrections are also printed when necessary in the back of semi-monthly issues. The publishers wish to make The Index as accurate as possible, and will be grateful if subscribers will bring to their attention any inaccuracies they may find.

STATE UNIVERSITY OF NEW YORK AT ALBANY
UNIVERSITY LIBRARIES

LOCATING AND USING NEWSPAPERS

THE NEWSPAPER COLLECTION

● CURRENT NEWSPAPERS

The University Library currently subscribes to the paper copy of over 70 local, national and foreign newspapers. Back issues of approximately 25 of these titles are retained on microfilm along with the microfilm edition of several newspapers we do not also receive in paper copy. A list of currently received titles is available from the display rack in the Main Lobby and in the Periodicals Room.

● HISTORICAL NEWSPAPERS

A second category consists of microfilm for over 100 newspapers which have ceased publication but which have research value. One example is the Albany Argus which the Library owns on microfilm from 1813-1865, years of great importance in the development of the nation and the history of this state.

● UNDERGROUND NEWSPAPERS

The Underground Newspaper collection consists of microfilm editions of protest or alternative life style newspapers, most of which were published during the 1960's and early 1970's. Holdings information for historical and underground papers is available at the Reference or Periodicals Room Information Desks.

LOCATING NEWSPAPERS

The Library receives several copies of some local and national newspapers. To provide users with copies readily available and also secure from loss or mutilation, the Library's complete collection of newspapers in paper copy is housed in the Periodicals Room on the lower level.

Recent issues of newspapers are housed alphabetically on display shelving and at the Information Desk in the Periodicals Room. The list of currently received newspaper titles indicates where issues of each newspaper are shelved. Back issues are retained in the Periodicals Room until the microfilm arrives or for a reasonable length of time. ID cards may be held at the Information Desk while newspapers housed there are being used. For complete holdings information, inquire at the Periodicals Room Information Desk.

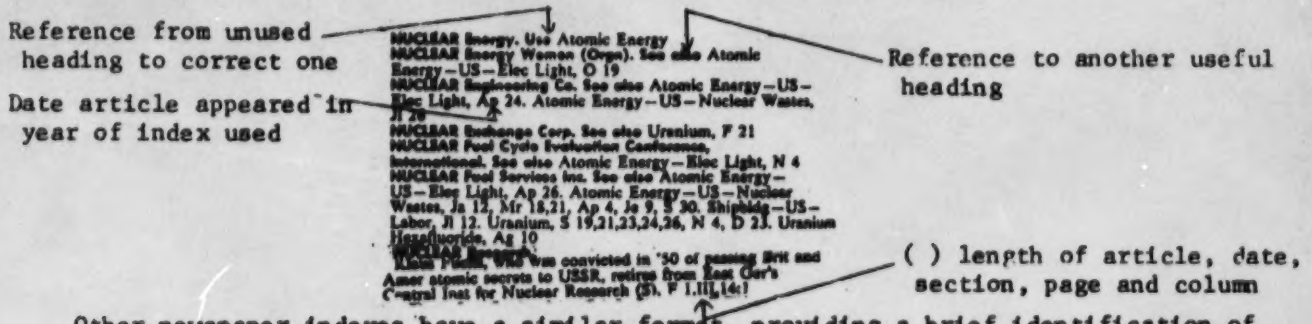
Newspapers on microfilm and microfilm readers are located in the Microforms Area, on the lower level opposite the Periodicals Room. The reels are arranged alphabetically by title and chronologically by date in cabinets to the rear of the room. Help in locating and reading the microfilm is available from the staff in the Area or from the Learning Resources Center which opens off the Microforms Area.

NEWSPAPER INDEXES

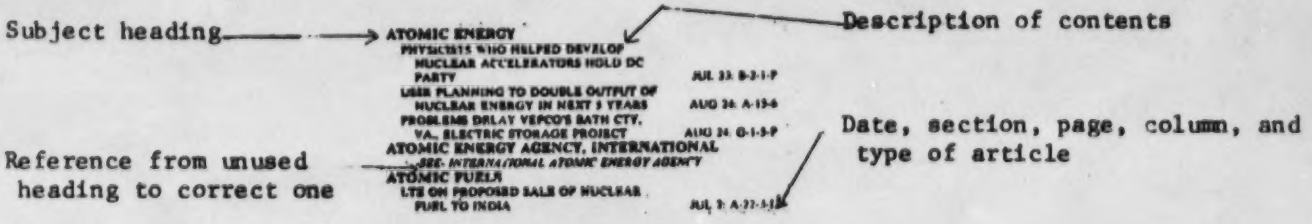
Indexes to the contents of newspapers are located on the first floor in the Index and Abstract section. Compared to periodical titles, most of which are included in at least one indexing service, relatively few newspapers are indexed. The Library owns the major indexes available:

Ref	AI 21 N48	Chicago Tribune Index, 1972+
Ref	AI 21 C46	Christian Science Monitor Index, 1960+
Ref	AI 21 N48	Los Angeles Times Index, 1972+
Ref	AI 21 N48	New Orleans Times Picayune Index, 1972+
Ref	AI 21 N453	New York Times Index, 1861+
Ref	AI 21 T46	Times (London) Index, 1922+
Ref	HG 1 W26	Wall Street Journal Index, 1957+
Ref	AI 21 N48	Washington Post Index, 1972+

Newspaper indexes differ markedly in the amount and kind of information they supply. The New York Times Index is perhaps the most useful, providing not only citations, but also abstracts of articles cited. The cumulated bound volume(s) provide an historical overview of a topic for the entire year. The essential information for locating an article are: the date, page and column number. Additional information may include the section (in Roman numerals in the N.Y. Times Index) for the Sunday paper and an indication of the length of the article. (S=short, M=medium, L=long).


Reference from unused heading to correct one
Date article appeared in year of index used
Reference to another useful heading
( ) length of article, date, section, page and column
NUCLEAR Energy. Use Atomic Energy
NUCLEAR Energy Women (Orgn). See also Atomic Energy—US—Elec Light, O 19
NUCLEAR Engineering Co. See also Atomic Energy—US—Elec Light, Ag 24. Atomic Energy—US—Nuclear Wastes, Jl 26
NUCLEAR Exchange Corp. See also Uranium, F 21
NUCLEAR Fuel Cycle Evaluation Conference, International. See also Atomic Energy—Elec Light, N 4
NUCLEAR Fuel Services Inc. See also Atomic Energy—US—Elec Light, Ap 26. Atomic Energy—US—Nuclear Wastes, Ja 12, Mr 18,21, Ap 4, Je 9, S 30. Shipping—US—Labor, Jl 12. Uranium, S 19,21,23,24,26, N 4, D 23. Uranium Hexafluoride, Ag 10
Amer atomic secrets to USSR, retires from East Ger's Central Inst for Nuclear Research (S). F 1.III,14:1

Other newspaper indexes have a similar format, providing a brief identification of article content, date, page and column where the article can be found. For example, a typical citation for the Index to the Washington Post provides the following information:


Subject heading
Description of contents
Reference from unused heading to correct one
Date, section, page, column, and type of article
ATOMIC ENERGY
PHYSICISTS WHO HELPED DEVELOP NUCLEAR ACCELERATORS HOLD DC PARTY
JUL 23. B-2-1-7
USER PLANNING TO DOUBLE OUTPUT OF NUCLEAR ENERGY IN NEXT 5 YEARS
AUG 26. A-15-6
PROBLEMS DELAY VEPCO'S BATH CTY, VA., ELECTRIC STORAGE PROJECT
AUG 26. G-1-5-7
ATOMIC ENERGY AGENCY, INTERNATIONAL
SEE: INTERNATIONAL ATOMIC ENERGY AGENCY
ATOMIC FUELS
LTR ON PROPOSED SALE OF NUCLEAR FUEL TO INDIA
JUL 7. A-22-5-1

Generally, by the time an article has been indexed, it is already on microfilm and can be located in the Microforms Area by the title and date of the newspaper.

For assistance in identifying and using appropriate newspaper indexes for your topic, consult a reference librarian.

JG/alb
1/15/81

STATE UNIVERSITY OF NEW YORK AT ALBANY
UNIVERSITY LIBRARY

Periodicals Room

NEWSPAPER COLLECTION

PART I HARD COPY TITLES

The library has hard copy subscriptions to a number of local, national, and foreign newspapers. Some additional titles in the collection are only on microfilm. Recent issues of newspapers are housed alphabetically on display shelving and at the Information Desk in the Periodicals Room. Back issues are retained in the Periodicals Room until the microfilm arrives or for a reasonable length of time. ID cards are held at the Information Desk while restricted newpapers are being used. For complete holdings information, inquire at the Information Desk. Location of hard copy titles within the Periodicals Room is indicated as follows:

CODES

I **INFORMATION DESK:** Request issues at the Periodicals Information Desk.

C **CURRENT DISPLAY:** Latest issues (usually 1-2 weeks) on newspaper current display shelves. Request older issues at the Periodical Information Desk.

MICROFILM

For newspapers marked "yes" in this column we have back issues on microfilm. Consult PART II of this list for actual dates we may retain on microfilm.

For additional titles ONLY on microfilm, consult PART II of this list.

PART II NEWSPAPERS ON MICROFILM

The newspaper titles on microfilm listed in this section are located in the Microforms Area and are arranged alphabetically by title. Current issues of some of these titles are available in hard copy: other titles are only on microfilm.

4/80

PART I: HARD COPY TITLES

LOCATION CODE	TITLE OF NEWSPAPER	MICROFORM
I	ABC (Madrid)	
I	Albany Jewish World	
C	Ha Aretz (Tel Aviv)	
I	ASP	
I	Atlanta Daily World	
I	Boston Globe	YES
I	Buffalo Evening News	
C	Central Daily News (Taiwan)	
I	Chicago Daily Defender	
I	Christian Science Monitor (Boston)	YES
C	Corriere Della Sera del Lunedi (Milan, Italy)	
I	Daily News (New York)	YES
I	Daily World (New York)	
C	Democrat and Chronicle (Rochester)	
C	El Diario (New York)	
C	O Estado de Sao Paulo	
I	Evangelist (Albany)	
I	Federal Times (Washington, D.C.)	
I	Le Figaro (Paris)	
C	Frankfurter Allgemeine	
I	German Tribune (Hamburg)	
I	Granma (Havana)	YES
I	Guardian (Manchester)	
C	Hindustan Times (New Delhi)	
I	Human Events (Washington, D.C.)	
I	India News (Washington, D.C.)	
C	Izvestiia (Moscow)	YES

LOCATION CODE	TITLE OF NEWSPAPER	MICROFILM
I	Jen Min Jih Pao (Peking)	
C	Jerusalem Post	
C	Journal of Commerce (New York)	YES
I	Kathemerini (Athens)	
I	Knickerbocker News (Albany)	YES
I	Knizhnoe Obozrenie (Moscow)	YES
C	Komsomolsvaia Pravda (Moscow)	YES
C	Krasnaya Zvezda (Moscow)	YES
I	Literaturna Ukraina (Kiev)	
I	Literaturnaia Gazeta (Moscow)	YES
C	Los Angeles Times	YES
C	Le Matin (Paris)	
C	Le Monde (daily, Paris)	
I	Moscow News	
C	El Mundo (San Juan)	
I	La Nacion (Buenos Aires)	
I	Neue Zurcher Zeitung (Zurich)	
C	New York Amsterdam News	
I	New York Times	YES
C	New York Times (Large type weekly)	
I	Newsday (Garden City, N.Y.)	
C	Novoye Russkoe Slovo (New York)	YES
C	Overseas Hindustan Times (New Delhi)	
C	Philadelphia Tribune	
I	Poly (R.P.I.)	
C	Post Standard (Syracuse)	

LOCATION CODE	TITLE OF NEWSPAPER	MICROFILM
C	Pravda (Moscow)	YES
C	Le Presse (Montreal)	
I	Russkaia Mysl (Paris)	
C	San Francisco Chronicle	YES
C	San Juan Star	
I	Schenectady Gazette	YES
I	Sovetskaia Kultura (Moscow)	YES
I	Sovetskaia Rossiia (Moscow)	YES
C	Standard (East African) (Nairobi)	
C	Statesman Weekly (Calcutta)	
I	Straight Creek Journal (Denver)	
I	Times (London)	YES
I	Times Record (Troy)	YES
I	Times Union (Albany)	YES
I	La Vanguardia (Barcelona)	
I	Village Voice (New York)	YES
I	Wall Street Journal	YES
I	Wall Street Transcript	YES
I	Washington Post	YES
C	Die Zeit (Hamburg)	

PART II: NEWSPAPER ON MICROFILM

The newspaper titles on microfilm listed in this section are located in the Microforms Area and are arranged alphabetically by title. Current issues of some of these titles are available in hard copy; other titles are only on microfilm.

TITLE	HOLDINGS
Albany Argus	Jan. 1813 - Dec. 1865
American Beacon Daily	Aug. 1815 - 1855
Albany Evening Journal	March 1830 - Dec. 1865
Albany Evening News	June 1928 - July 1937
Asheville News and Western Farmer	1851 - 1869
Atlanta Constitution	June 1863 - Dec. 1900; June 1971 -
Aurora	Oct. 1790 - Dec. 1812
Austo-American Tribune	April 1942 - July 1949
Boston Evening Transcript	Jan. 1848 - Dec. 1915
Boston Globe	June 1971 -
Carolina Watchman	July 1832 - Sept. 1898
Charleston Courrier	Jan. 1803 - April 1873
Charleston Mercury	Jan. 1822 - Nov. 1868
Charlotte Journal	July 1835 - Dec. 1851
Chicago Tribune	Jan. 1971 -
Christian Science Monitor	1960 -
Citizen	1910 - 1921
Connecticut Courant	Jan. 1820 - Dec. 1865
Courier Journal	Nov. 1868 - 1900
Daily Gazetteer	June 1735 -Sept. 1745
Daily News	Jan. 1971 -
Daily Worker	Oct. 1936 - Jan. 1958
Dallas Times Herald	1971 -
:roit News	Jan. 1971 -
Emporia News	June 1857 - Dec. 1867
Evening Bulletin	Jan. 1971 - May 1972
Frank Leslies' Illustrated Newspaper	Dec. 1855 - 1906
Frederick Douglass Newspaper	Dec. 1847 - Dec. 1855; 1859 - 1863
Gate City Guardian	Feb. 12 - March 3, 1861
Granma	1966 - 1968
Harper's Weekly	1857 - 1900
Hartford Courant	March 1837 - Dec. 1880
Imprensa Popular	1951 - Aug. 1958
The Independent	Dec. 1848 - 1900
Izvestiia	1961 - 1973; 1975 -
Journal of Commerce	1949 - 1971; 1974 -
Kansas City Star and Times	Jan. 1971 -
Kansas Weekly Herald	Sept. 1854 - Dec. 1857
Knickerbocker News	1937 -
Knickerbocker Press	Jan. 1928 - June 1937
Knizhnoe Obozrenie	Jan. 1974 -
Komsomolsvaia Pravda	Jan. 1975 -
Kraznaya Zvezda	Jan. 1974 -
Lawrence Republican	May 1857 - Nov. 1862
Literaturnaia Gazeta	1954 -
Los Angeles Times	1971 -
Miscellaneous (Lincolnton) Newspapers	1840 - 1898
Mobile Daily Register	Dec. 1821 - Aug. 1865
:tional Era	1847 - 1860
National Observer	1962 - July 1977

TITLE	HOLDINGS
New Leader	Jan. 1924 - April 1950
New National Era & Citizen	Jan. 1870 - Oct. 1874
New York Age	Jan. 1905 - Feb. 1960
New York Call	1908 - 1923
New York Herald Tribune	March 1924 - April 1966
New York Leader	1855 - 1871
New York Times	Sept. 1851 -
New York Tribune	1841 - Feb. 1924
Novoye Russkoe Slovo	1975 -
Norfolk Gazette and Public Ledger	July 1804 - Sept. 1816
North Carolina Whig	Jan. 1852 - March 1863
Novyi Mir	Aug. 1911 - June 1918; Jan.-July 1919; May 1926 - Sept. 1938
Paris Dakar	1933 - 1936
Pennsylvania Freeman	Sept. 1840 - Dec. 1841; 1844 - 1853
Philadelphia Times, People's Friend, and Mechanic's Free Press	1828 - 1835
Pittsburgh Mercury	July 1812 - Aug. 1842
Poughkeepsie Journal	Sept. 1785 - Dec. 1860
Pravda	Jan. 1961 -
La Prenza	July - Dec. 1857; Oct. 1869 - Dec. 1937
Providence Gazette	Oct. 1762 - Oct. 1825
Raleigh Register	Oct. 1799 - 1886
Rhodesia Herald (Salisbury)	1917
San Francisco Chronicle	1971 - 1976
Schenectady Gazette	1971 -
Le Soleil	1974 -
Southern Confederacy	March 1861 - May 1863
Southern Weekly Post	1851 - 1855
Sovetskaia Kultura	1974 -
Sovetskaia Rossiia	1975 -
Squatter Sovereign	Feb. 1855 - 1857
Sunday Times (London)	1973 -
Times (London)	Jan. 1785 -
Times (Picayune)	Jan. 1837 - March 1866; Jan. 1971 -
Times Record	Jan. 1971 -
Times Union	1900 -
Times of Zambia	1974 -
Uganda Argus	Jan. 1970 - Dec. 1972
Underground Newspaper Collection	1963 --1970
United States Gazette (Philadelphia)	1829 - 1836
Village Voice	Oct. 1955 -64; 1970 - Sept. 1972
Voice of Uganda	Dec. 1972 - Dec. 1975
Wall Street Journal	1958 -
Wall Street Transcript	Jan. 1969 -
Washington Post	Jan. 1971 -
Western Argus	May 1858 - 1861
Western Morning News	July 1873 - June 1874
World Journal Tribune	Sept. 1966 - May 1967

4/80

LIBRARY RESEARCH SKILLS UNL 205

NEWSPAPER INDEXES AND MICROFILM WORKSHEET

SEVENTH SESSION

NAME:_____ SOCIAL SECURITY NUMBER:_____

I. YOU WILL BE GIVEN A SIGNIFICANT DATE. LOOK AT THE MICROFILM OF THE NEW YORK TIMES AND IDENTIFY THE LEAD AND SECOND LEAD STORIES. LIST THE HEADLINES OF THESE TWO MAJOR ARTICLES AND GIVE A TWO SENTENCE SUMMARY OF EACH. (YOU MAY NEED TO LOOK AT THE DATE FOLLOWING IF YOU HAVE A LATE BREAKING STORY. DATE ASSIGNED._____

HEADLINES OF ARTICLES:

A. _____

B. _____

SUMMARIES:

A. _____

_____

_____

B. _____

_____

_____

II. GO UP TO THE REFERENCE AREA, AND USING THE NEW YORK TIMES INDEX, LOOK UP THESE STORIES.
WHAT SUBJECT HEADINGS ARE THEY LISTED UNDER? USE THE NEW YORK TIMES THESAURUS FOR SUBJECT HEADING IDEAS.

A. _____

_____

B. _____

_____

_____

III. USING THE (LONDON) TIMES INDEX, LOOK UP THE SAME STORIES.
WRITE DOWN THE COMPLETE ENTRY FOR EACH.

A. _____

_____

B. _____

_____

UNL 205 NEWSPAPER INDEXES AND MICROFILM
WORKSHEET -- KEY

Suggested dates to assign in using the newspaper indexes and microfilm worksheet. Each of these events was covered in a page one story in The New York Times either the same day or the following day. Subject headings are listed for The New York Times Index only.

Date	Event	NYT Coverage	Suggested NYT Index Subject Heading
1. July 21, 1969	Moon Landing	July 21, p. 1	Space - Moon Armstrong and Aldrin in lunar module land on level plain in Sea of Tranquility
2. December 7-8, 1941	Pearl Harbor	Dec. 8, p. 1	Far East and Pacific Areas ... Japanese attach Hawaii; bomb Pearl Harbor
3. April 12, 1945	Death of FDR	April 13, p. 1	Roosevelt, Franklin Delano - Death
4. August 13, 1961	Berlin Wall	Aug. 13, p. 1	Germany - Berlin East Germany seals border between East and West Berlin, post troops ...
5. November 22, 1963	Kennedy Assassination	Nov. 23, p. 1	Kennedy, (Pres) John Fitzgerald (1917-63) - Assassination
6. January 22, 1954	Atomic sub Nautilus launched	Jan. 22, p. 1	Atomic energy - U.S.- Submarine propulsion. Nautilus launched, Groton, by Mrs. Eisenhower
7. April 17, 1961	Bay of Pigs	April 17, p. 1	Cuba, Miro Cardona announces sea-borne invasion successfully launched.

Date	Event	NYT Coverage	Suggested NYT Index Subject Heading
8. August 20, 1968	Soviet invasion of Czechoslovakia	Aug. 21, p. 1	Czechoslovakia USSR and 4 Warsaw pact allies invade and occupy Czech in series of swift land and air maneuvers
9. January 28, 1967	Three astronauts killed	Jan. 28, p. 1	Astronautics - U.S. Projects, Accidents and Fires. Lt. Col. Grissom, Lt. Col. White and Lt. Comdr Chaffee killed in flash fire...
10. January 24, 1968	Pueblo incident	Jan. 24, p. 1	Korean War -- Pueblo Incident. N. Korean patrol boats seize U.S. Navy Intelligence ship Pueblo off Wonsan, take vessel and crew of 83 into North Korean port.
11. March 12, 1938	Germany occupies Austria	March 13, p. 1	Austria (no subdivisions) Hitler enters; Proclaims Anschluss.
12. January 26, 1971	Charles Manson and followers found guilty of multiple murders	Jan. 26, p. 1	Murders and Attempted Murders -California, Tate, Sharon and others (2nd paragraph, bold print) jury finds Manson and 3 women co-defendants guilty.
13. November 1, 1950	Attempted assassination of Pres. Truman	Nov. 2, p.1	Truman (Pres) Harry S. - Assassination

Date	Event	NYT Coverage	Suggested NYT Index Subject Heading
14. May 4, 1970	Four students killed at Kent State by National Guardsmen	May 5, p. 1	Kent State University (end of 1st paragraph in bold print) Ohio National Guardsmen fatally shoot 4 students
15. August 8, 1974	Pres. Nixon resigns	Aug. 9 , p. 1	Nixon, Richard Milhous (Pres)-- Nixon Resignation. Nixon resigns as 37th Pres..
16. October 29, 1929	Stock market crash	Oct. 30, p. 1	New York Stock Exchange-Transactions Record day. 0.30. 1:8
17. May 18, 1954	Supreme court outlaws racial segregation in public schools	May 18, p. 1	Courts-US-Supreme Court. Unanimously outlaws racial segregation in pub. schools May 18, 1:8.
18. October 4 1957	Russians launch Sputnik I, first earth-orbiting satellite -- the Space Age begins	Oct. 5, p. 1	Astronautics. . . 1st man-made earth satellite launched by USSR...05, 1:8
19, May 5, 1960	American U-2 Spy plane, piloted by Francis Gary Powers, Shot down over Russia	May 6, p. 1	Powers, Francis Gary identified as pilot of NASA weather observation plane shot down by USSR for border violation, My 6, 1:4

SESSION EIGHT

GOVERNMENT PUBLICATIONS - MONTHLY CATALOG OF GOVERNMENT PUBLICATIONS AND READEX MICROPRINT

SESSION 8: GOVERNMENT PUBLICATIONS
(Monthly Catalog and Readex Microprint)

Objectives:

1. Students will be able to identify the primary government-produced indexing tool for locating government publications (i.e., the Monthly Catalog).

2. When asked to identify types of materials found or not generally found through the main card catalog, students will list government publications among those not found there.

3. Students will be able to use a key word title/subject approach to identify relevant government publications in the Monthly Catalog up to June, 1976, and to use entry numbers to locate the full description of these documents.

4. Students will be able to use Library of Congress Subject Headings, and author and title indexes to identify government publications in the Monthly Catalog after June, 1976, and to use entry numbers to locate the full description of these documents.

5. Given the main entry for a document in the Monthly Catalog, students will be able to identify the Superintendent of Documents classification number needed to locate documents on the shelf in the Government Publications section.

6. Given the main entry for a document in the Monthly Catalog, students will be able to distinguish whether the document is a depository item or not by checking for the black dot in the body of the entry.

7. Students will be able to locate a document on Readex Microprint by using the year and entry number of the Monthly Catalog entry for the document, and to determine whether the document is depository or non-depository by the presence or absence of a black dot in the main entry in the Monthly Catalog.

8. Students will be able to describe the procedures for charging out a government publication at the Circulation Desk and will be able to discriminate between those documents that circulate and those that don't by checking for the "Building Only" stamp.

9. Students will be able to identify occasions when they would need staff to assist in locating a document through the use of internal records and access tools, e.g.:

   a. A depository item is not on the shelf, is not charged out according to records kept at the Circulation Desk, and is too recent to be available on Readex Microprint. The student should request staff assistance to check the GP Kardex to see whether the document has been checked in, and whether it might be cataloged.

   b. A very recent document referred to in a newspaper article last month is not included in recent issues of the Monthly Catalog. The student should request staff assistance to check the GPO Sales Publication Reference File to see if the needed document is listed in that more current index.

DM:bg
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Sample documents for UNL 205

Y10.12: H19/981 Urban Transportation for Handicapped Persons: Alternative Federal Approaches

HE20.8202: T72/v.1 Current Trends and Issues in Drug Abuse

SI1.27: 296 The Parasitic Copepods of Indo-West Pacific Lizardfishes (Synodontidae)

A1.76: 364/3 Low-Cost Wood Homes for Rural America - Construction Manual. Ag. Handbook No.364

CR1.6/3: OK4 Working With Your Schools
Includes legal rights of students & parents in public schools - speech, searches, student records, bilingual ed., etc.

CSA 1.2: W89 The Problem of the Undocumented Worker (Latin Amer. Inst. Univ. of New Mexico)

I 53.2: Ar2/2 The Archaeology of the Northeast Mojave Desert

SI 13.2: SM5 David Smith, the Hirshhorn Museum and Sculpture Garden collection, Smithsonian Institution Exhibition held July 25 - Oct 28, 1979

SI13.2: B62
.922-B-1 Oscar Bluemner

NS1.10/4: 978 National Science Foundation Grants and Awards for Fiscal Year 1978

HE20.3002: AN5/6 Laboratory Animal Records

HE19.108: C68 Collection Manual - National Direct Student Loan Program

HE19.102: F76/Papers President's Commission on Foreign Language and International Studies: Background Papers and Studies

Y10.9: IN8/978-79 The U.S. Balance of International Payments and the U.S. Economy: Developments in 1978 and Early 1979

HE20.7108: C42/2/student Hazards in the Chemistry Laboratory

HE20.6209: 10/131 Use Habits Among Adults of Cigarettes, Coffee, Aspirin, and Sleeping Pills

LC19.2: B73/10 Dictionary of Braille Music Signs

House Document No. 96-223 The Assassination of Representative Leo J. Ryan and the Jonestown, Guyana Tragedy.

dcm
12/17/79

mv

STATE UNIVERSITY OF NEW YORK AT ALBANY
UNIVERSITY LIBRARIES
LOCATING U.S. GOVERNMENT PUBLICATIONS

WHAT ARE GOVERNMENT PUBLICATIONS?

The U.S. Government is the largest publisher and disseminator of information in the world. Government publications are materials issued or published at government expense and include:

- Administrative records, e.g., annual reports of agencies and their activities
- Research reports, e.g., a technical report on solar energy
- Congressional committee hearings and committee prints covering many subjects of public interest, e.g., Three Mile Island nuclear plant accident
- Statistical reports
- Consumer publications, e.g., pamphlets on car repair or nutrition

WHERE ARE GOVERNMENT PUBLICATIONS KEPT?

In the SUNYA Library, U.S. Government publications are housed as a separate collection with its own classification system within the Government Publications (GP) area. Most of these materials are not listed in the main card catalog and can be identified and located only by using special indexes located in the Government Publications area.

HOW DO I IDENTIFY GOVERNMENT PUBLICATIONS RELEVANT TO MY RESEARCH?

The most comprehensive index to U.S. government publications is the index issued by the government itself, the Monthly Catalog of U.S. Government Publications, which provides access to these materials by author, title and subject. Prior to June, 1976, the Monthly Catalog used subject headings based on key words from the titles of the documents. Since July, 1976, however, the Monthly Catalog has provided subject access using Library of Congress subject headings, the same headings used in the subject section of the card catalog. As a result, to locate government publications from the last several years on a topic, the same subject headings used to locate books in the card catalog may also be used to identify documents in the Monthly Catalog. Each issue of the Monthly Catalog has its own index, and the indexes are cumulated semi-annually and annually. Sample listings from the Monthly Catalog are illustrated on page two of this handout.

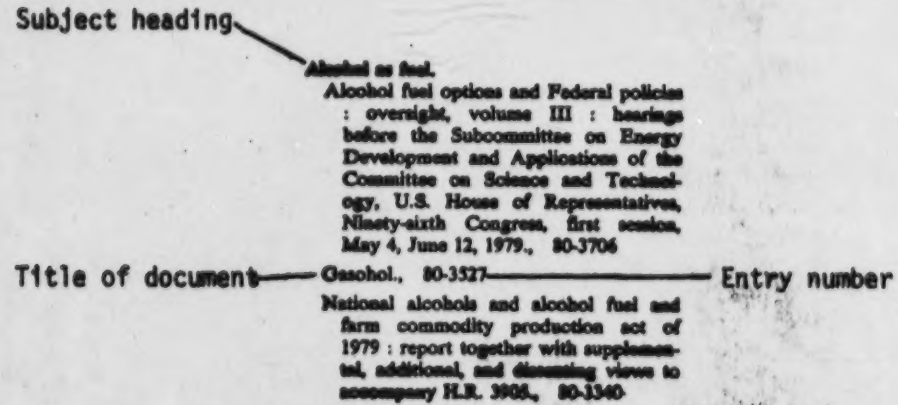
ADDITIONAL INDEXES TO GOVERNMENT PUBLICATIONS

There are a number of additional indexes to government publications that provide access to specific types of documents. Two of the most useful ones are the Congressional Information Service (CIS) Index which indexes Congressional committee hearings, committee prints, reports, documents and other congressional publications, and the American Statistics Index which indexes all kinds of statistical publications issued by the U.S. government; both indexes are shelved on the index tables in the GP area. Instruction sheets on the use of these two sources are also available on the index table. For assistance in using these or other sources in identifying government publications on a research topic, consult a reference librarian.

USING THE MONTHLY CATALOG:

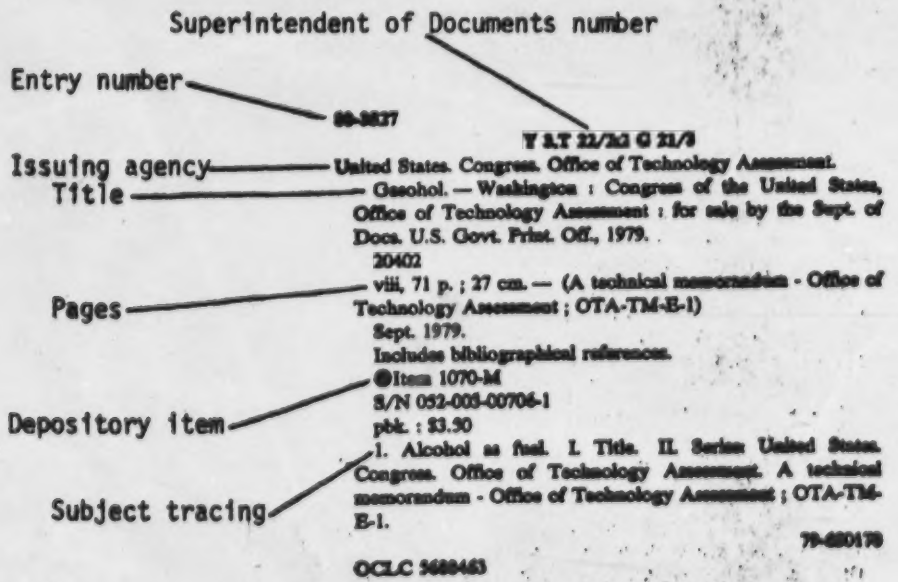
1. Check the appropriate index first.

The following sample illustrates a listing from the subject index to the January, 1980 issue of the Monthly Catalog. Under each subject heading, you will find the titles and entry numbers of documents on that subject.


Subject heading
Alcohol as fuel.
Alcohol fuel options and Federal policies : oversight, volume III : hearings before the Subcommittee on Energy Development and Applications of the Committee on Science and Technology, U.S. House of Representatives, Ninety-sixth Congress, first session, May 4, June 12, 1979., 80-3706
Title of document
Gasohol., 80-3527
Entry number
National alcohols and alcohol fuel and farm commodity production act of 1979 : report together with supplemental, additional, and dissenting views to accompany H.R. 3905., 80-1340

2. Use the entry number to locate full information on the document in the main section of the Monthly Catalog.

Full citations for the documents, including all the information typically found on a catalog card for a book, are listed in the main section of the Monthly Catalog in numerical sequence by entry number. Note in the sample below the issuing agency or author, title, number of pages, and subject tracings for this particular document.


Superintendent of Documents number
Entry number
80-3527
Y 3.T 22/2:2 G 21/3
Issuing agency
United States. Congress. Office of Technology Assessment.
Title
Gasohol. — Washington : Congress of the United States, Office of Technology Assessment : for sale by the Supt. of Docs. U.S. Govt. Print. Off., 1979.
20402
Pages
viii, 71 p. ; 27 cm. — (A technical memorandum - Office of Technology Assessment ; OTA-TM-E-1)
Sept. 1979.
Includes bibliographical references.
Depository item
Item 1070-M
S/N 052-003-00706-1
ptbk. : $3.50
Subject tracing
1. Alcohol as fuel. I. Title. II. Series United States. Congress. Office of Technology Assessment. A technical memorandum - Office of Technology Assessment ; OTA-TM-E-1.
79-600178
OCLC 5688463

HOW DO I LOCATE THE GOVERNMENT PUBLICATIONS I WANT?

A. DOCUMENTS IN PAPER

To locate the paper copy of a document in the Government Publications area you need two pieces of information found in the listing on page 2:

1. Depository status

   Check for the black dot that identifies the document as being a "depository" item. In order to make documents widely available to the American public, the federal government systematically distributes documents to a system of what are called "depository libraries," at least one in every state. Depository libraries choose which of the available documents they wish to receive. The SUNYA Library is a "selective depository," and many depository documents can be found on the shelves in the GP area in paper copy.

2. Superintendent of Documents number

   If the document you need has a black dot indicating that it is a depository item and the SUNYA Library has elected to receive it, it will be shelved in the GP area by the Superintendent of Documents (SuDoc) classification number found at the top center of the listing (see sample). This number is similar to a call number for a book, but instead of arranging documents by subject, it arranges them by issuing agency. In the SUNYA Library all SuDoc numbers are preceded by J86, a general designation applied to all federal documents. U.S. government publications are arranged by SuDoc number on the shelves immediately behind the index tables in the GP area.

B. DOCUMENTS ON MICROPRINT

For those documents that are either not depository items or are depository items that the SUNYA Library did not select or are not available on the shelf at the time you need them, the GP area subscribes to a service that reproduces both depository and non-depository documents in a microprint format.

To locate a document in microprint, you need to note its:

1. Depository status: check for the black dot indicating that the document is a depository item.

2. Monthly Catalog year and entry number.

   Documents on microprint are shelved in boxes at the end of the GP shelving area in separate sequences for depository and non-depository publications. To locate a particular document, look first for the depository or non-depository microprint, then for the date and specific entry number needed. Microprint readers are located along the wall in the GP area and photocopies can be made using the microprint reader-printer in the Periodicals Room. One caution: The Readex microprint is usually about two years behind the Monthly Catalog, so very current materials will not yet be available in the microprint format.

DM/alb
10/31/80

Sample of index from 1973 catalog

Manufactures and manufacturers—Con.
survey of origin of exports of manufacturing establishments in 1971, current industrial reports, preliminary report, 21963
see also names or classes of manufactured articles.
Manufacturing, *see* Manufactures and manufacturers.
Manures, *see* Fertilizers.
Manus, Peter C.:
remarks—
Apr. 12, 1972, 28242
June 28, 1972, 28241
Oct. 19, 1972, 21107
Dec. 18, 1972, 21100
Manuscripts:
letters, diaries, and similar personal manuscripts, 24971
MARC format, 25387
Manwiller, Floyd G., wood and bark properties of spruce pine, 21675
Many faces of George S. Patton, jr., 19140
Manzano Mountains, upper paleozoic Madera Group in Manzano Mountains, N. Mex., 25253
MAP (Military assistance program), *see* Military aid.
MAP-TOE instructor's guide, 19165
Maple:
cambial dieback and taphole closure in sugar maple after tapping, 23223
eighth conference on maple products, proceedings, 16585
eutypella canker, general information 17610
maple sirup production from bigleaf maple, 21661
rate of value increase for sugar maple, 25231
relationship between sap-flow rate and sap volume in dormant sugar maples, 23254
sapstreak disease of sugarmaple found in Wisconsin for first time, 17613
Maple Knoll Research Natural Area, general information 21627
Maple sirup, maple sirup production from bigleaf maple, 21661
Mapping, *see* Maps and charts.
Maps and charts:
Air Force, aeronautical charts, latest edition, 18537
ASCS aerial photography status maps, 22320
authorized aeronautical chart sale
list, 32506
cartographic records in National A
25531
catalog of copyright entries, 21339
Census Bureau, 21060
United States maps, GE-50 series
25040-042, 29759, 28199-200
conical section method for dete
geometric configuration of pi
photographs taken from space
study, 23586
DIME geographic base file package
use study for automated address
16748
DIME workshops program, cen
study, interim report, 28147
Federal item identification guide, 2
geologic and hydrologic maps for
planning in Connecticut Valley
samples from folio of Hartford
Quadrangle, Conn., 21714
geologic maps of moon, list, 20351
integrated system of geologic mapp
geochemical sampling by light
26491
National Ocean Survey—
aeronautical charts, dates of la
tions, 18211
Maps and charts—Continued
National Ocean Survey—Continued
instrument approach procedure charts, 18493
Alaska, Hawaii, U.S. Pacific Islands, 18494
military fields, 18624
nautical chart catalogs—
Alaska including Aleutian Islands, 32507
Atlantic and Gulf Coasts including Puerto Rico and Virgin Islands, 22092, 29370
East Asia, region 9, 23869
numerical listing of charts, 23871
Pacific Coast, including Hawaii, Guam, and Samoa Islands, 29380
special purpose navigational charts and publications, 23870
reports and maps released only in open files, 29010
structural and stratigraphic framework and spatial distribution of permeability of Atlantic Coastal Plain, North Carolina to New York, 23367
synoptic weather maps, daily series, 18282
transportation in 19th-century America, survey of cartographic records in National Archives of United States, 21676
types of maps published by Government agencies, 23380
universal transverse mercator grid, 29031
see also Atlases—*also* names of localities—*also* subjects.
Mar-A-Lago National Historic Site:
administration, provide—
law, 21129
report, 21176
MARAD 1972, new wave in American shipping, 25395
Marathon County, Republican Party, *see* Republican Party of Marathon County.
Marathon County Republican Women, annual report, 22049
Marble Canyon National Monuments, certain lands to be additions to National Wilderness Preservation System, 23360
MARC (machine readable cataloging), *see* Cataloging.
Marceleno, Troy, processing and recovery of Jon Thomas, cool cat, 17428
Marchbanks, Maurice, relief, 19339, 19491, 19836
Marcin, Thomas C., projections of demand for housing by type of unit and region, 19104
Marcuson, William F., III, damping capacity of soil during dynamic loading, review of

MARIHUANA:

SUBJECT

MARIHUANA AND DRUG ABUSE COMMISSION:
DRUG USE IN AMERICA, PROBLEM IN PERSPECTIVE, REPORT,
25391 7726

ENTRY #

Sample of entries from 1973 catalog

GOVERNMENT PUBLICATIONS

Interstate and Foreign Commerce Committee, House
Washington, DC 20515

[Committee hearing] serial, 93d Congress. † ● Item 1019
Y 4.In 8/4: 93-(nos.)

27219 7. Oversight of HEW health programs, hearing before Subcommittee on Public Health and Environment, 93d Congress, 1st session, on oversight over existing health programs administered by Department of Health, Education, and Welfare, Mar. 1, 1973. 1973. iii+126 p.
L.C. card 73-601699

27220 8. Emergency medical services act of 1973, hearing before Subcommittee on Public Health and Environment, 93d Congress, 1st session on H.R. 74, H.R. 4234, H.R. 4963, H.R. 5076, and H.R. 5077, Mar. 15, 1973. 1973. iii+183 p.
L.C. card 73-601517

27221 10. Anti-hijacking act of 1973, hearings before Subcommittee on Transportation and Aeronautics, 93d Congress, 1st session on H.R. 3858, H.R. 670, H.R. 3953, H.R. 4287, and all identical or similar bills, Feb. 27-Mar. 9, 1973, pt. 2. 1973. vi+427-742 p.
L.C. card 73-601361

27222 11. Safe drinking water act, 1973, hearings before Subcommittee on Public Health

TITLE

27226 DRUG USE IN AMERICA, PROBLEM IN PERSPECTIVE, 2D REPORT OF NATIONAL COMMISSION ON MARIHUANA AND DRUG ABUSE; MAR. 1973. 1973. xvii+481 p. 11. (JOINT COMMITTEE PRINT.) [PRINTED ALSO FOR THE USE OF LABOR AND PUBLIC WELFARE COMMITTEE, SENATE.] † Y4. IN 8/4: D84/3

ENTRY NUMBER

SUPERINTENDENT OF DOCUMENTS CLASSIFICATION NUMBER

27238 Public health act of 1973, explanation of H.R. 7274, prepared by Staff for use of Committee on Interstate and Foreign Commerce and its Subcommittee on Public Health and Environment; Apr. 1973. 1973. iii+93 p. (Committee print 3, 93d Congress, 1st session.) ‡
L.C. card 73-601556 Y 4.In 8/4: H 34/22/973

27239 Report by Lou Frey, jr., Peter N. Kyros and James F. Hastings members of Committee on Interstate and Foreign Commerce concerning narcotic enforcement efforts in Hong Kong, Thailand, Burma, India, Lebanon, Greece, Turkey, France and Netherlands; Apr. 1973. 1973. iii+55 p. il. (Committee print.) ‡ Y 4.In 8/4: N 16

Judiciary Committee, House
Washington, DC 20515

[Committee hearing] serial, 93d Congress. ● Item 1020
Y 4.J 89/1: 93-(nos.)

27230 2. Rules of evidence, hearings before Special Subcommittee on Reforms of Federal Criminal Laws, 93d Congress, 1st session, Feb. 7-Mar. 15, 1973. 1973. v+589 p. * Paper, $3.45 (S/N 5270-01779).
L.C. card 73-601605

27231 3. Grand jury venue, northern district of Texas, hearings before Subcommittee 1, 93d Congress, 1st session on H. Res. 220, H. Res. 281 and similar resolutions of inquiry, Mar. 13, 1973. 1973. iii+124 p. †
L.C. card 73-601668

27232 6. American Revolution Bicentennial Administration, hearings before Subcommittee 2, 93d Congress, 1st session on H.R. 3695 and H.R. 3967, Mar. 14 and 15, 1973. 1973. xxxvii+314 p. †
L.C. card 73-601838

*For Sale by Superintendent of Documents
†Distribution Made by Issuing Office
‡Official Use. Not Available

Title Index

Working safely with anhydrous ammonia., 79-13725

Title → A working woman's guide to her job rights /, 79-14028 ← Entry number

Workshop on Appropriate Technology for the National Science Foundation : Harper's Ferry, West Virginia, January 23-25, 1978 : final report and proceedings /, 79-14103

Author Index

Author → United States. Women's Bureau.
Displaced homemakers : a CETA program model, Fitchburg, Massachusetts /, 79-14027

Title → Leaflet ; 55.
A working woman's guide to her job rights /, 79-14028 ← Entry number

WOMEN'S BUREAU
Labor Dept.
Washington, DC 20210 → Issuing agency

Entry number → 79-14028

L 36.110:55/3 → Superintendent of Documents classification number

Author → United States. Women's Bureau.

Title → A working woman's guide to her job rights / U.S. Department of Labor, Women's Bureau. — Washington : The Bureau ; for sale by the Supt. of Docs., U.S. Govt. Print. Off., 1978. → Place of publication, Publisher, Date

Pages → v, 32 p. ; 21 cm. — (Leaflet - Women's Bureau ; 55) → Series

Depository item → Dec. 1978.
Item 783

S/N 029-016-00056-9
pbk. : $1.10

Tracings → 1. Women — Employment — United States. 2. Sex discrimination in employment — Law and legislation — United States. I. Title. II. Series: United States. Women's Bureau. Leaflet ; 55.

OCLC 4866271

Subject Index

Subject heading → Women — Employment — United States.
Title → A working woman's guide to her job rights /, 79-14028 ← Entry number

Subject heading → Sex discrimination in employment — Law and legislation — United States.
Title → A working woman's guide to her job rights /, 79-14028 ← Entry number

Series Index

L

Series → LASL ; 78-13, 79-13001
LBL ; 6815, 79-13252
Leaflet - Dept. of Agriculture ; no. 532, 79-12554
Leaflet - Women's Bureau ; 55, 79-14028 ← Entry number

DCM:bg
10/12/79

Name: _____

UNL 205: Library Research
Government Publications: Monthly Catalog and Readex Microprint Worksheet
Topic: _____

I. Monthly Catalog, July, 1976-present and locating documents in hard copy.

A. Based on your experience in using the subject section of the card catalog to find books on your topic, or by consulting the Library of Congress Subject Headings volumes, identify several possible subject headings to try in the Subject Index to the Monthly Catalog. Use any index volume or issue of the Monthly Catalog from July, 1976 to the present to identify a relevant document listed under one of the subject headings you tried.

1. Monthly Catalog index or issue used _____
2. Subject heading used _____
3. Entry number of relevant document _____

B. Consult the full listing for the document under its entry number, and supply the following information:

1. Issuing agency _____
2. Depository or non-depository? _____
3. Superintendent of Documents number _____

C. If the document is a depository item, look for it on the shelves in the Government Publications area and supply the SuDoc number of the document preceding it on the shelf.

_____

II. Monthly Catalog, pre-July, 1976 and Readex Microprint

A. Use any volume of the Monthly Catalog from 1960 through June, 1976 and identify a relevant document for your topic by using the key word indexing at the end of each volume.

1. Monthly Catalog index used (year) _____
2. Subject key word used _____
3. Entry number of relevant document _____

B. Consult the full listing for the document under its entry number. Is it depository or non-depository?

_____

C. To locate a copy of this document on Readex Microprint, you need to know: 1) Whether the document is depository or non-depository; 2) the year of the Monthly Catalog in which the document was listed; and 3) the entry number for the document in the Monthly Catalog. Locate the box of Readex Microprint containing your document on the shelves in the Government Publications section. What is the range of entry numbers included in that box?

_____ to _____

Remove the microprint card including your document from the Readex Microprint box, filing a yellow "Microprint In Use" card in its place. Put the microprint card on a reader (located along the side wall in the Government Publications section), locate the title page for your document, and supply its title.

_____

DM/alb
9/30/80

SESSION NINE

GOVERNMENT PUBLICATIONS - CONGRESSIONAL INFORMATION SERVICE, AMERICAN STATISTICS INDEX, STATE AND INTERNATIONAL DOCUMENTS

UNL 205

Session 9: GOVERNMENT PUBLICATIONS
(CIS, ASI, state and international)

Objectives:

1. Students will be able to use the Congressional Information Service/Index to identify Congressional Committee hearings, committee prints, House and Senate reports and documents, and other related materials by consulting the "Index of Subject and Names" and by using the accession number provided there to locate the full description of the document in the abstract section.

2. Students will be able to use the indexes of titles, bill numbers, report numbers, document numbers, and committee and subcommittee chairmen in Congressional Information Service/Index and to use accession numbers to locate full descriptions of documents in the abstract section.

3. Students will be able to use the accession number system in CIS/Abstracts to browse the publications relating to the work of a particular committee.

4. Students will be able to use the main entry for a public law in the CIS/Index as a legislative history to identify hearings, committee prints, and references to the Congressional Record and the Weekly Compilation of Presidential Documents related to that law.

5. Students will be able to identify the Superintendent of Documents classification number, issuing committee and title of the document from the bibliographic portion of the abstract in the CIS/Index.

6. Given the main listing for a document in the Abstracts section of CIS, students will be able to distinguish whether the document is a depository item or not by checking for the black dot in the bibliographic entry.

7. Given the main listing for a document in the Abstracts section of CIS, students will be able to locate a copy of a depository document by the SUDOC number, or of a non-depository document (1976+) by its CIS accession number.

8. Given the main listing for a non-depository document in a pre-1976 volume of CIS, students will be able to identify or describe a search procedure through which they might identify the Monthly Catalog year and entry number in order to locate a copy of the document on Readex microprint.

9. Students will be able to use the American Statistics Index to identify statistical publications produced by the U.S. government by consulting the "Index by Subjects and Names" and using the accession number provided there to locate the full description of the document in the abstract section.

10. Students will be able to use the "Index by Categories" in American Statistics Index to identify statistical publications containing breakdowns of statistical data by geographic, economic, and demographic categories, and using accession numbers to locate full descriptions of documents in the abstract section.

UNL 205
Session 9: GOVERNMENT PUBLICATIONS
(con't.)

11. Students will be able use the "Guide to Selected Standard Classifications" in American Statistics Index to find more information on a particular classification system.

12. Students will be able to use the indexes by titles and by agency and report numbers to identify relevant statistical publications and to locate the full bibliographic description of the documents in American Statistics Index by using the accession number.

13. Given the main listing for a document in the Abstracts section of ASI, students will be able to identify the Superintendent of Documents classification number, issuing agency and title of the document.

14. Given the main listing for a document in the Abstracts section of ASI, students will be able to distinguish whether the document is a depository item or not by checking for the black dot in the bibliographic entry.

15. Given the main listing for a document in the Abstracts section of ASI, students will be able to locate a copy of a depository document by the SUDOC number or of a non-depository document by its ASI accession number.

16. Students will be able to use the main card catalog to locate state documents by author, title or subject.

17. Students will be able to locate state documents having a DOC prefix and LC call number on the shelves in the Government Publications area.

18. Students will be able to use the old state documents catalog in the government publications area to identify older state publications.

19. Students will be able to locate state documents having a J86.2 prefix and state documents number on the shelves in the Government Publications area.

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SELECTED REFERENCE MATERIALS - FOCUS ON NEW YORK STATE

[Comparable Federal Source]	State
[Monthly Catalog]	DOC/CAT J 86.2 N7L52COP (Yr) New York (State). Checklist of official publications of the State of New York 1947- monthly catalog of the official publications (selective), arranged alphabetically by agency - title index, no subject index
[READEX]	GP Microfilm area Official Publications of the State of New York 1974- microfilm of the mothly checklists and documents in the order they appear on the checklist - no subject access
[U.S. Gov't Manual; Congressional Directory]	REF JK 3430 N5 (Yr) GP and REF Area New York Redbook 1892- almanac type information for the executive, legislative and judicial branches, biographical information on legislators
	JK 3430 A25 (Yr) GP and REF Area Manual for the use of the legislature of the State of New York 1840- handbook of federal, state and local government information considered useful to the legislators; explains objectives of administrative departments; information on local officials - general subject index
	DOC/REF J 86.2 N7 S72 RCD (Yr) GP Area Rosters of state and county officials annual Lists name, county seat, date elected, length of term for county treasurers, clerks, surrogates, sheriffs, judges, etc.
[Statistical abstract of the United States]	REF HA 544 AZ (Yr) GP and REF Area New York State Statistical Yearbook 1967- Data divided into 15 main fields of activity with statistics prepared by appropriate state agencies contains subject/agency index
[Public Papers of the President] Note: there is no official state publication comparable to the Weekly Compilation of Presidential Documents	J87 N717 (Yr) 3rd floor Public Papers of Governor of the State of New York 1877- includes messages to the legislature, vetoes, speeches; general index

[Comparable Federal Source]	State
[U.S. Budget] [Budget in Brief]	GP Area and 3rd floor The Executive Budget Budget Summary (Annual)
[Federal Register]	Lib does not have New York State Register 1979- (weekly) has notices of changes in administrative regulations, court appointments, bankruptcies, stock values
[Code of Federal Regulations]	REF KFN 5035 A24x (LAW AREAS) Official Compilation of Codes, Rules and Regulations of the State of New York 1960- (looseleaf with weekly updates) contains regulations of state agencies and commissions currently in effect; arranged alphabetically by rule making department
[Federal Executive Directory]	GP and REF Area Albany State Telephone Directory 1971- (Biennial)
[Bills, Calendars]	New York State legislature publishes bills, daily calendars which library doesn't receive
	KFN 5006 N46x Law Area New York Legislative Record and Index (weekly, with an annual cumulation) issued weekly during the session; a current indication and summary of bills; volume for senate, assembly, general subject index
	J87 N713x (Yr) 3rd floor Journal of the Assembly of the State of New York...

[Comparable Federal Source]	State
[House and Senate Journals]	J87 N714x (Yr) 3rd floor Journal of the Senate of the State of New York...
[Congressional Record]	No comparable record act on the state level - since 1974 the Assembly Public Information Office maintains corrected verbatim transcripts of Assembly debates which are kept for one year and then deposited at the New York State Library. There is no such record of Senate debates. The New York State Library has Senate hearings from 1960 to present, Assembly hearings 1973 to present.
[Statutes at Large]	KFN 5025 (Yr) LAW AREAS McKinney's Session Laws 1947- (annual) unofficial edition
[U.S. Code]	REF KFN 5030 M34 LAW AREAS McKinney's Consolidated Laws of New York annotated unofficial edition

ADDITIONAL RESOURCES ON NEW YORK STATE GOVERNMENT ACTIVITIES

REF JK 3401 N48 (Yr)
New York State Legislative Annual 1946-
Best place to find legislative intent memoranda on file for lobby groups, messages from governor; useful in compiling legislative histories. Arranged by broad subject sections with special sections for governor's messages.

REF JK 3401 E46x (REF area)
Empire State Report

WMHT TV-Series (weekly)
Inside Albany with Dave Hepp and Peg Breen

A Comparison List of Selected Ready Reference Sources for Federal and New York State Government

U.S.

JK421A3(yr.) (ref, GP ref area)
United States Government Manual.
official handbook of the federal government; describes programs, activities of legislative, judicial, executive, and includes independent agencies - indexed by name, subject, agency

JK1011(yr.) (ref, GP ref area)
U.S. Congress.
Official congressional directory.
biographical information on members, committee, sub-committee listings, maps of congressional districts

REFHA202(yr.) (ref, GP ref area)
U.S. Bureau of the Census.
Statistical abstract of the United States.
Basic data on population, health, social welfare, labor force, education, housing, government source notes give citations to issuing unit where more comprehensive information can be found

J85 PrEx 2.8:980 (GP - locked cage)
U.S. Office of Management and Budget.
The budget of the United States Government fiscal year 1980

J80A283 (3rd floor)
U.S. President.
Public papers of the Presidents of the United States, containing the public messages, speeches and statements of the president (also includes letters, press releases, reorganization plans)

N.Y.S.

JK3430A25(yr.) (ref, GP ref area)
New York (State). Dept. of State.
Manual for the use of the Legislature of the state of New York.
descriptive information on administrative departments, Miscellaneous authorities, commissions, agencies, information on legislative and judicial branches, and other topics local in nature, election results

REFJK3430N5(yr.) (ref, GP ref area)
New York red book.
pictures and biographies of Governor, Lt. Governor, all members of both houses, Judiciary heads, department heads and other officials in executive positions in various departments; pertinent information concerning legislature, state and federal courts, Departments and other State agencies.

REFHA544A2(yr.) (ref, GP ref area)
New York (State). Division of the Budget. Office of Statistical Coordination.
New York State Statistical yearbook.
provides statistical data on the economy and government of New York State - serves as a guide to state agencies and their major statistical publications

J86.2N7B75SNY(yr.) (GP locked cage)
New York (State). Division of the Budget.
Executive Budget.

J87N717(yr.) (3rd floor)
New York (State). Governor.
Public papers.....
Governor of the State of New York.
Messages to legislature, including memoranda on legislative bills vetoes and approved, proclamations, appointments, pardons and reprieves

REFZ1223A18 (GP ref, Abst. & Ind. Area)
U.S. Superintendent of Documents
Monthly catalog of United States
Government publications, 1895-

(GP area)
READEX Microprint Corporation. United
States Government Publications.
(Depository and Non-Depository)
Lib. has: 1960-

J86.2N7L52CoP (GP CAT)
LIBREFZ1223.5N57N55 (Hawley)
New York (State). State Library,
Albany.
A checklist of official publications of the state of New York, 1947-

MICFLMZ1223.5N57N552 (GP area)
New York (State). State Library,
Albany.
Official Publications of the State
of New York.
Lib. has: 1974-

Name:_____

UNL 205: Library Research
Government Publications: CIS, ASI, state documents

Topic:_____

I Congressional Information Service

A. Congressional Information Service (CIS)/Index

1. Begin with an annual, quarterly or monthly index volume or issue of CIS. What is the date of the index you used? _____

2. Consult the Index of Subjects and Names under an appropriate subject heading for your topic and select a relevant document from those listed. What subject heading did you use? _____

3. What is the CIS accession number for the document you chose?

_____

B. Congressional Information Service (CIS)/Abstracts

1. Use the CIS accession number identified above to locate the full listing in the abstract section of CIS. What committee issued this publication?

_____

2. What is the title of the publication?_____

_____

3. Is this publication a depository item?_____

4. What number would you need to find this item in the SUNYA library and in what format would you find it?

(Check any that apply and complete information for those checked)

a. If depository:

SuDoc number_____

(in paper on shelves in GP area)

b. If non-depository and in CIS Index for 1976 or later:

CIS accession number _____

(on microfiche in cabinet and boxes in GP area)

c. If either depository or non-depository and two years old or older:

Monthly Catalog entry number _____

(on Readex Microprint in GP area)

II American Statistics Index

A. American Statistics Index (ASI)--Index

1. Begin with an annual, quarterly or monthly index volume or issue of ASI. What is the date of the index you used?_____

2. Consult the Index by Subjects and Names under an appropriate subject heading for your topic. (you can probably use the same heading that you used for CIS) Select a relevant document from those listed. What subject heading did you use?_____

3. What is the ASI accession number for the document you chose?

_____

B. American Statistics Index (ASI)--Abstracts

1. Use the ASI accession number identified above to locate the full listing in the abstract section of ASI. What agency issued this publication?

_____

2. What is the title of the publication?_____

3. Is this publication a depository item?_____

4. What number would you need to find this item in the SUNYA Library and in what format would you find it? (See I.B.4. above for possible formats. ASI microfiche for non-depository publications is available for 1974+.)
Number_____

Format_____

III State Government Publications

A. Use either of the two separate catalogs for state government publications (located in the GP area) or the main card catalog to locate a state government publication on your topic.

1. Which catalog did you use?_____

2. What subject heading did you use?

_____

3. What is the title of the state government publication you chose?

_____

4. What is its call number?_____

5. What prefix indicates its location in the GP area?_____

B. Locate the publication on the shelves in the GP area.
What is the call number of the document preceding yours on the shelf?_____

DM: ls 10/6/80

SESSION TEN

LIBRARY TECHNOLOGY - THE LIBRARIES' ON-LINE SYSTEMS

UNL 205

Session 10: LIBRARY TECHNOLOGY

Objectives:

1. Students will be able to identify the difference in purpose between the library's LCS system and the card catalog, i.e.,:

   a. LCS is the library's online circulation system containing abbreviated records for the cataloged items in the collection.

   b. LCS is used mainly to find out status of a book, i.e. whether it is charged out to another patron, on reserve, lost or snagged, or available.

2. Given the author and title of a book, students will be able to use the LCS terminals to retrieve the record for that book by using the "¬ATS" and "¬DSL" commands.

3. Given the call number of a book, students will be able to use the LCS terminals to retrieve the record for that book by using the "¬DSC" command.

4. Given only the author of a book, students will be able to search the LCS terminals using the "¬ATS" command and determine from the number of matches whether author alone is a feasible search strategy for that particular author. If feasible, students will be able to use the "¬DSL" command to select the desired record.

5. Given only the title of a book, students will be able to search the LCS terminals to retrieve the record for that book by using the "¬TLS" and "¬DSL" commands.

6. Given a particular call number, students will be able to use the "¬SPS" command on the LCS terminal to browse the fifteen call numbers preceding and following that call number on the shelf.

7. Given the full record for a book as displayed on the LCS terminals, students will be able to identify the call number and location of that book, and to correctly interpret its status.

8. Given a search strategy that retrieves between 11 and 30 matches, students will be able to use the "¬PG2" and "¬PG3" commands to view the 2nd and 3rd screens listing additional matches.

9. Given a search strategy that retrieves over 30 matches, students will be able to use the "skip=" command to view screens displaying additional matches beyond the 30th match.

10. Following a discussion of the Information Retrieval Service at the SUNYA Library, students will be able to:

    a. Draw an analogy between databases available through Information Retrieval and printed indexes and abstracts.

Session 10: LIBRARY TECHNOLOGY (con't.)

10. (con't.)

    b. Identify several types of research topics for which a search in Information Retrieval might be appropriate, e.g. several concepts involved in search, search topic has no appropriate subject heading in printed indexes, etc.

    c. Describe the procedure for making an appointment and having a search done as it is presently structured at the SUNYA Library.

11. Students will complete the library research post-test as an indication of their level of library skills upon completion of the course.

12. Students will complete the UNL 205 evaluation form to provide feedback to the instructors on the structure, content and organization of the course, course materials and assignments.

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HOW TO USE THE LCS TERMINALS

WHAT IS LCS?

LCS (Library Control System) is a computerized database representing the cataloged materials in the University Library. LCS was originally designed to provide circulation information, i.e., whether the book you want is already charged out to another person or has some other special status. For most materials, information on LCS is limited to author, title, call number and circulation status. If you don't find the information you need, please check the card catalog or ask a reference librarian for assistance.

HOW TO SEARCH ON LCS:

The following book is used as an example to illustrate possible search commands:

Tolkien, John Ronald Reuel. Lord of the Rings, 2d ed. 1974
(PR6039032L631974)

STEP 1:

If you know:	Type Command	Type These Characters	Press ENTER Key	For Example
AUTHOR only	AUT/	6 3 — First 6 letters of author's last name; First 3 letters of author's first name		AUT/TOLKIEJOH
AUTHOR only (full name)	AUS/	LAST, FIRST — full last name; comma; space; full first name or first initial		AUS/TOLKIEN, JOHN
TITLE only	TLS/	4 5 — First 4 letters of first word in title; First 5 letters of second word in title		TLS/LORDRINGS

NOTE: The non-significant words "of" and "the" are on the STOP-WORD LIST (posted at terminal) and are therefore not included in constructing the search.

USING THE ABOVE COMMANDS, YOU MAY RETRIEVE UP TO 30 RECORDS WHICH MATCH THE CHARACTERS YOU HAVE ENTERED. For an explanation of the resulting display and instructions on how to proceed, see STEP 2.

AUTHOR AND TITLE	ATS/	4 5	ATS/TOLKLORD_

First 4 letters of author's last name

First 5 letters of first word in title

NOTE: Since the first significant word of this title has less than five letters, the command is completed with a space. SEE GENERAL RULES below.

USING THE ABOVE COMMAND , YOU MAY RETRIEVE UP TO 30 RECORDS WHICH MATCH THE CHARACTERS YOU HAVE ENTERED. For an explanation of the resulting display and instructions on how to proceed, see STEP 2.

CALL NUMBER (Specific Title)	DSC/	Exact call number omitting any three-letter prefix	DSC/PR6039032L631974

For an explanation of the resulting display, see STEP 3.

CALL NUMBER (Shelf Browsing)	SPS/	Call number (whole or first part)	SPS/PR6039

Using the SPS command, you will retrieve 30 records displayed in call number order as they would appear on the shelf. The call number you have requested will appear as the 16th record, and records numbered 11-20 will be the first ones displayed. For instructions on viewing records 1-10 or 21-30+ see TURNING PAGES under GENERAL RULES. For a further explanation of the display, see STEP 2.

STEP 2:

The result of an initial search using the AUT, AUS, TLS, ATS, or SPS commands will be a display of records in the system which match the characters used in the command. Each title is listed in sequence by line number. To see the call number and availability for any particular title, use a DSL (Detailed Search by Line number) command. Type DSL/ followed by the line number for the record wanted.

Type Command	Type Line Number	Press ENTER Key	For Example
DSL/	2		DSL/2

EXAMPLE: An author-title search for Tolkien's Lord of the Rings (ATS/TOLKLORD_) would retrieve the following display:

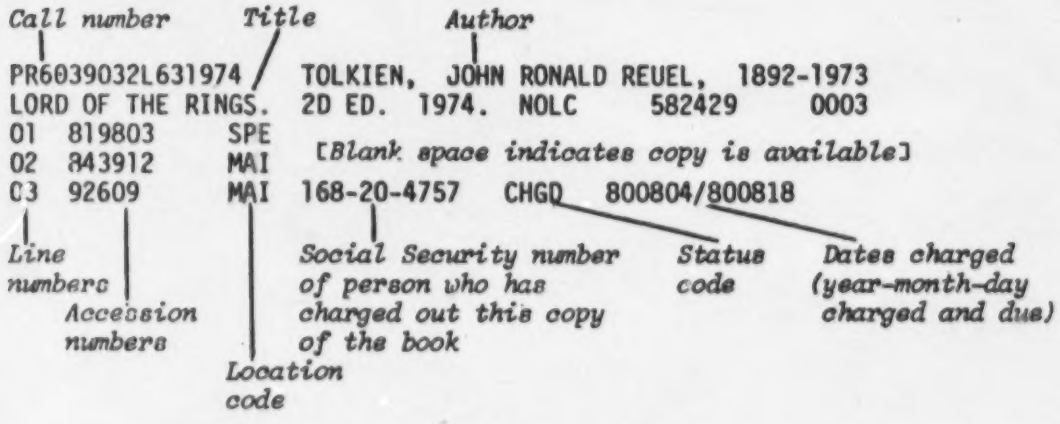
Line number	*Author*	*Number of matching records*	*Title*	*Date of publication*
PAGE 1		3 MATCHES	0 SKIPPED	(ALL RETRIEVED IN 1)
01	TOLKIEN, JOHN RONALD REUEL, 1892		LORD OF THE RINGS.	1965.
02	TOLKIEN, JOHN RONALD REUEL, 1892		LORD OF THE RINGS. 2D ED.	1974.
03	TOLKIEN, JOHN RONALD REUEL, 1892		THE LORD OF THE RINGS.	1954-

To determine the call number and status of the 2d ed. published in 1974, do a detailed search on line number 02. If more than 10 matching records are retrieved, you can view displays of additional records by following instructions on TURNING PAGES under GENERAL RULES.

STEP 3:

The typical display for an individual title will provide location, call number, and status for all the copies of that title available in the library system.

EXAMPLE:


Call number
Title
Author
PR6039032L631974 / TOLKIEN, JOHN RONALD REUEL, 1892-1973
LORD OF THE RINGS. 2D ED. 1974. NOLC 582429 0003
01 819803 SPE
02 843912 MAI
[Blank space indicates copy is available]
03 92609 MAI 168-20-4757 CHGD 800804/800818
Line numbers
Accession numbers
Location code
Social Security number of person who has charged out this copy of the book
Status code
Dates charged (year-month-day charged and due)

For explanation of Status Codes and Location Codes, see list posted at the terminal.

GENERAL RULES:

TITLE OR AUTHOR WORDS TOO SHORT: If your author name or title words do not contain the required number of letters, fill in with spaces.

EXAMPLE: Author - Paul Bruss AUT/BRUSS_PAU
Title - The Old South TLS/OLD_SOUTH

NON-SIGNIFICANT WORDS: Do not use words appearing on STOP-WORD LIST (posted at terminal when constructing ATS, TLS, AUT and AUS commands.

ERRORS: If you've made a mistake and want to correct it, move the cursor (lighted square) back to the error by means of the arrow key and retype. You may also press the ENTER key, get whatever message the computer sends, and begin again.

TURNING PAGES: To view records 1-10 enter PG1, for records 11-20 enter PG2 and for records 21-30 enter PG3. If you have retrieved more than 30 items you may enter PG+ which will give you access to the next 30 items in increments of 10. To view items nearer the end of a large number of matches enter your original command plus/SKIP=30 (or any multiple of 30).

PUNCTUATION: Omit all hyphens, apostrophes and commas.

Library Technology-LCS II

UNL 205: Library Research

Tenth Session

Terminal Exercises

1. Find the call number of a book by Harry Lorayne. How to Develop a Super-Power Memory.

2. You want a book by Stuart Selby entitled Study of Film as an Art Form in American Secondary Schools. Its call number is PN 1993.8 U5 S4 1978. Is it in?

3. You need a book entitled Society, Stress and Disease. Does the Library own it? How many copies does the Library own?

4. You can't find your book in the card catalog. You don't know the author, but you think the title is something like Magicians and the Law.

5. You have the call number for The Directory of Unpublished Experimental Mental Measures, but it's not on the shelf on the third floor where it belongs. Why can't you locate it?

UNL 205 LIBRARY RESEARCH

SESSION TEN

Library Technology: Information Retrieval

A. Is there a changing attitude toward human engineering on the part of the public in the U.S.?

1). human-engineering or bionics.MJ,MN.

2). public-opinion or majority-attitudes or psychology.MJ,MN. or psychological-studies or social-attitudes or change-strategies or change-agents or locus-of-control

B. I'd like some fresh material on teaching Shakespeare to high school students.

2. Shakespear$3

3. Curriculum-$13 or lesson-plans or instructional-innovation or instructional-improvement or program-improvement

C. Can you find me some material on migrant education?

1. immigrants.MJ,MN. or illegal-immigrants or migrant-workers

2. migrant-child-education or mobile-educational-services or migrant-schools

3. not migrant-adult-education

STATE UNIVERSITY OF NEW YORK AT ALBANY

LIBRARY

LIBRARY RESEARCH (UNL 205)
Pre- and Post-test

Name _____ Social Security Number _____

1. Which of the following books should be first on the shelf? 1. _____
   a) QA 76.6 A13
   b) QA 76 F68x
   c) QA 76.73 A24 R45 1976
   d) QA 76.8 I12 A23
   e) QA 76 F638

2. Most non-fiction books will be represented by at least _____ (how many?) card(s) in the card catalog? 2. _____

3. Your professor recommends a useful book by the Carnegie Foundation. Where do you look for it: in the Author- Title catalog or the Subject catalog? 3. _____

4. Which of the following subject headings would be filed last in the subject section of the card catalog? 4. _____
   a) Drama, Medieval
   b) Drama--Collections
   c) Drama--20th centruy
   e) Drama in education

5. If you are unsure about what subject heading to use in the subject section of the card catalog, what reference source can you consult? 5. _____

6. How can you use the "tracings" on a catalog card to help you locate other useful books? 6. _____

7. Which contains more information about a work, an index or an abstract? 7. _____

8. Government publications listed with a black dot in the Monthly Catalog are: 8. _____
   a) in print
   b) not available in libraries
   c) out of print
   d) depository items

9. To correctly cite a newspaper article, you need to include the title of the newspaper, date, section, page, and _____. 9. _____

10. Phonograph records in this library are kept 10. _____
   a) in the stacks by call number
   b) in the oversized section of the stacks
   c) in the Learning Resources Center
   e) there are no phonograph records in this library

11. The catalog card for a periodical lists the volumes and dates owned by the SUNYA Library. True or false? 11. _____

12. To locate a depository document on the shelves in the Government Publications area, you need? 12. _____
   a) the LC call number
   b) the entry number from the Monthly Catalog
   c) the Superintendent of Documents number
   d) the CIS year and entry number

13. Which of the following entries would file third in correct card catalog order? 13. _____
   a) Postage-stamps
   b) Post war British fiction
   c) Post, Wiley
   d) Post biographies of famous Journalists

14. The Library Control System (LCS) public computer terminals provide all of the following pieces of information except — 14. _____
    a) call number
    b) borrower's name
    c) author's name
    d) title
    e) date
    f) borrower's social security number

15. An atlas may provide present location, past location, land configuration, rainfall, roads, railroads, air routes, postal zones and economic markets. True or false? — 15. _____

16. Information about a current event would most likely appear last in: — 16. _____
    a) a book
    b) a magazine article
    c) an encyclopedia
    d) a newspaper article
    e) an almanac

17. Which of the following newspaper indexes supplies the most information about an article? — 17. _____
    a) Times (London) Index
    b) New York Times Index
    c) Newspaper Index
    d) Current Newspaper Index

18-19. Which two of the following types of material are not generally listed in the main card catalog? — 18-19. _____ _____
    a) phonograph records
    b) U.S. government publications
    c) encyclopedias
    d) periodical articles
    e) atlases
    f) oversized books
    b) books located in Hawley Library

This section tests your ability to (1) analyze an information need, (2) identify the type of information source which may satisfy the need, and (3) locate the type of source by area of the library.

Directions: Read each item carefully. Decide which area of the library is the most logical place to begin your search for the information described. Put the letter of that area on the line preceding the question. It may be necessary to repeat answers.

Library Area:
a. Author/Title Card Catalog
b. Subject Card Catalog
c. Reference Book Area
d. Periodical Holdings Printout
e. Periodicals Room
f. New York Times Index
g. Government Publications
h. Index and Abstract Area
i. Law Area

____20. Wilson, John Arthur. Modern Practice in Leather Manufacturing.

____21. The city at latitude 52.15N, longitude 21.00E.

____22. Congressional debates on the Alaska pipeline.

____23. All the President's Men.

____24. A professor sends you to read an article in the May 1975 Ebony to which the library subscribes.

____25. Information on watchmaking to check out of the library.

____26. A publication with a Superintendent of Documents classification number.

____27. Find current information on the fad of tie-dying.

____28. A Supreme Court Decision and opinion(s).

____29. Birthdates for Albert Schweitzer and Barbra Streisand.

____30. Day-to-day coverage of the Kent State "incident."

____31. Review in a magazine of Alastair Cooke's America.

____32. Book-length bibliography of resources on Black Americans.

____33. The ten longest bridges in the world.

JG:bg
6/12/80

UNL 205: LIBRARY RESEARCH

EVALUATION FORM

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The objectives of the course were made clear to me.					
2. The worksheets were helpful in reinforcing the content of course sessions.					
3. The overall content of the course was presented at too elementary a level.					
4. The annotated bibliography assignment was appropriate to the course content.					
5. The slide-tape program(s) were helpful in understanding the material presented in individual course sessions.					
6. The course was well organized; the sequence of sessions was logical.					
7. Worksheets for individual course sessions were generally too long and detailed.					
8. I had difficulty adjusting to the teaching styles of several different instructors -- I would be more comfortable having one instructor for all the sessions.					
9. The handouts were clear and helpful in understanding the material presented in individual course sessions.					
10. The objectives of each session were clear and fit in well with overall course objectives.					
11. Worksheets were well designed and easy to follow.					
12. There was too much material included for a one-credit course--I felt overwhelmed.					

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
13. I would recommend this course to fellow students.					
14. The overall pace of presentation of material in the course was too fast.					
15. The overall content of the course was appropriate to my needs.					
16. Having several different instructors for the course made the individual sessions more interesting and varied.					
17. I didn't get enough practice from the worksheets to reinforce concepts presented in class-the worksheets should be more extensive.					
18. The course seemed disjointed--the sequence of presentations seemed illogical to me.					
19. The annotated bibliography was too extensive an assignment for a one-credit course, in addition to the worksheets for individual course sessions.					
20. This course should be graded instead of pass/fail.					

21. What did you like best about the course?

22. What did you like least about the course?

23. What suggestions do you have for improving the course?

JG:bg
8/5/80